NATIONAL ENDOWMENT FOR THE HUMANITIES

NOTICE OF FUNDING OPPORTUNITY

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

Funding Opportunity Number: 20220302-HT

Funding Opportunity Type: New

Federal Assistance Listing Number: 45.169

Application Deadline: March 2, 2022

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 one month to complete.

Office of Digital Humanities
Email: odh@neh.gov
Federal Relay: 800-877-8399

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

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	20220302-HT
Federal Assistance Listing Number	45.169
Optional Draft Deadline	January 23, 2022, 11:59 p.m. Eastern Time
Application Deadline	March 2, 2022, 11:59 p.m. Eastern Time
Anticipated Announcement	August 2022
Anticipated FY 22 Funding	Approximately $850,000
Estimated Number and Type of Awards	Approximately five grants
Award Amounts	Up to $250,000
Cost Sharing/Match Required	No
Period of Performance	The period of performance is up to 36 months. Projects must start between September 1, 2022 and September 1, 2023.
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 C. Eligibility Information.
Program Resource Page	https://www.neh.gov/grants/odh/institutes-advanced-topics-in-the-digital-humanities
Pre-Application Webinar	December 13, 2021, 1:00 p.m. Eastern Time Join the webinar.
Published	November 19, 2021

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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.

Today, digital resources and other complex data—their form, manipulation, and interpretation—are as important to the humanities as more traditional research materials. With advances like these in mind, the IATDH program aims to:

- share ideas and methods that advance humanities research and teaching through the use of digital technologies by bringing together humanities scholars and digital technology specialists from different disciplines
- introduce digital humanities topics to scholars who lack digital expertise, resources, or 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
- consider ways that digital scholarship and tools can enhance access and create more equitable and inclusive approaches to community engagement, including for people of color and others who have been historically underserved and marginalized

This program aims 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 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. 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 must be hosted in the United States or its jurisdictions and must provide facilities for scholarship and collegial interaction. Host organizations may include colleges, universities, learned societies, centers for advanced study, libraries or other repositories, as well as cultural or professional organizations.

There is wide latitude in the form and content of institutes. They may focus on a particular computational method, such as network or spatial analysis, or target the needs of a particular humanities discipline or audience. They could be offered only once or offered multiple times to

different audiences. They may be as short as a few days or as long as six weeks, held at a single site, multiples sites, or virtually, but the format and duration of a program should allow for full and thorough treatment of the topic and be appropriate for the intended audience. Institutes could be scheduled before or after regularly occurring scholarly meetings, during the summer months, or during appropriate times of the academic year.

Institutes may address a wide range of topics, such as but not limited to:

- digital scholarly communication and publishing
- advanced geospatial applications
- artificial intelligence and its use in text, sound, or 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
- creative approaches to implementing digital humanities methods at institutions with specific needs, such as community colleges, liberal arts colleges, or minority-serving institutions
- innovative approaches for engaging public audiences with digital humanities
- high-performance computing or supercomputing applicable for humanities research and teaching
- critical algorithm studies
- analysis of and research on the impact of digital media and culture on society, including the intersection of digital methodologies and race, gender, class, and ability

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. Applicants seeking 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. 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. **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 submit a "lessons learned" white paper. See F3. Reporting.

See D6. Funding Restrictions for unallowable activities.

See E1. Review Criteria for review criteria.

2. Background

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

According to the National Foundation on the Arts and the Humanities Act of 1965, "The term 'humanities' includes, but is not limited to, the study of the following: language, both modern

and classical; linguistics; literature; history; jurisprudence; philosophy; archaeology; comparative religion; ethics; the history, criticism and theory of the arts; those aspects of the social sciences which have humanistic content and employ humanistic methods; and the study and application of the humanities to the human environment with particular attention to reflecting our diverse heritage, traditions, and history and to the relevance of the humanities to the current conditions of national life."

Examples of NEH-funded projects may be found using the [Funded Projects Query Form](#).

[Learn more about NEH](#).

NEH Areas of Interest

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

A More Perfect Union: Exploring America's Story and Commemorating its 250th Anniversary

The task of building a more perfect Union rooted in the ideal of human equality falls to every generation of Americans, ours no less than our predecessors. The basic goals of life, liberty, and the pursuit of happiness endure over time, even as the challenges change: from founding a nation out of colonies; to dismantling the institution of slavery; to prevailing through times of economic depression and war; to advancing civil rights for all; to strengthening our democratic institutions; to building a more inclusive and sustainable society.

NEH's [A More Perfect Union](#) initiative encourages projects that explore, reflect on, and tell the stories of our quest for a more just, inclusive, and sustainable society throughout our history. NEH especially welcomes projects that bring the perspective of the humanities to questions of racial justice, gender equality, the evolution of the American landscape, as well as America's place in the world. Projects that strengthen Americans' knowledge of our principles of constitutional governance and democracy are strongly encouraged, as are projects that address the experiences of Native Americans and other under-represented communities. In addition, NEH welcomes projects that develop innovative approaches to sustaining the nation's humanities infrastructure and preserving its historical record.

Standing Together

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

You may request up to $250,000. Successful applicants will be awarded outright funds.

The period of performance is up to 36 months, with a start date between September 1, 2022, and September 1, 2023.

NEH expects to have approximately $850,000 to fund an estimated five recipients.

NEH will not determine the amount available until Congress enacts the final FY 2022 budget. This notice is subject to the availability of appropriated funds, and is a contingency action taken to ensure that, should funds become available for this purpose, applications can be processed and funds awarded in a timely manner.

C. Eligibility Information

1. Eligible Applicants

Eligible applicants include U.S. 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.

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

2. Cost Sharing

Cost sharing, the portion of project costs not paid by NEH, is not required in this program.

Applicants may use voluntary cost sharing when a project's total costs exceed the amount awarded by NEH. Voluntary cost sharing includes:

- cash contributions made to a project by the applicant
- unrecovered indirect costs
- cash contributions made by third parties
- non-cash, third-party in-kind contributions, such as property or services, that benefit the funded project, given by non-federal third parties, without charge, to the recipient of the federal award.

Cost sharing will not be considered in the evaluation of applications.

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

3. Other Eligibility Information

Eligible 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 team members in more than one IATDH application per deadline.

Two or more applications for federal funding and/or approved federal award budgets are not permitted to include overlapping project costs. However, applicants may seek funding from other NEH programs for **complementary** aspects of the same overall project.

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.

NEH does not provide financial assistance to foreign institutions or organizations. Nevertheless, otherwise eligible American institutions may apply for collaborative projects involving U.S. and foreign organizations provided they do not use NEH funds for the purpose of issuing subawards to any foreign organization, as defined in 2 CFR §200.1 and 2 CFR §200.331(a). This limitation does not preclude American institutions from obtaining the services of foreign individuals and consultants to carry out various programmatic activities on a fee-for-service basis, as specified in 2 CFR §200.459; it also does not preclude vendor contracts such as in-country transportation services. If you are interested in submitting an application for a project involving international collaboration, consult with program staff.

Applications must be received by the deadline, except for the limited reasons covered by NEH's late submission policy. Late, incomplete, nonresponsive, or ineligible applications will not be considered for funding under this notice. Applications that exceed specified page limits will not be reviewed. See the Application Components Table.

D. Application and Submission Information

1. Application Package

This funding opportunity is available in Grants.gov under number 20220302-HT. You can also find a link to the funding opportunity on the program resource page.

The application package for this funding opportunity can be found under the "Package" tab. It includes a series of required and conditionally required forms. You will upload additional application components into the Attachments Form.

You must apply electronically using Grants.gov Workspace or a Grants.gov system-to-system solution. A multistep registration process is required to submit your application. See D3. Unique Entity Identifier and System for Award Management.

Contact odh@neh.gov to request a paper copy of this notice.

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

2. Content and Form of Application Submission

Your application will include a narrative, budget, and other forms and attachments. As indicated in the Application Components Table, forms will be completed within Grants.gov Workspace and other components will be uploaded into the Attachments Form.

You must submit all required attachments and conditionally required attachments relevant to your proposal. **Applications missing any required documents or relevant conditionally required documents will be considered incomplete and will be rejected from further consideration.**

Take note of the page limits and formatting instructions for each attachment. **Applications that exceed page limits or violate format instructions will be considered nonresponsive and will be rejected from further consideration.**

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

- paper size no larger than standard letter paper size (8 ½" x 11")
- at least one-inch margins on all sides for all pages
- a font size no smaller than 11-point
- single-spacing
- recommended fonts: Arial, Georgia, Helvetica, or Palatino Linotype
- any standard citation style is acceptable; citations are included in page counts

Grants.gov form/Attachment	Naming convention	Page limits	Notes
SF-424 Application for Federal Assistance - Short Organizational	Grants.gov form		Required
Supplementary Cover Sheet for NEH Grant Programs	Grants.gov form		Required
Project/Performance Site(s) Location Form	Grants.gov form		Required
Research and Related Budget	Grants.gov form		Required
Attachments Form	Grants.gov form		Required
Certification Regarding Lobbying	Grants.gov form		Conditionally required
Standard Form-LLL "Disclosure of Lobbying Activities"	Grants.gov form		Conditionally required
Attachment 1: List of project personnel	personnel.pdf		Required
Attachment 2: Narrative	narrative.pdf	10	Required
Attachment 3: Work plan and course outline	workplan.pdf		Required
Attachment 4: Biographies	biographies.pdf		Required
Attachment 5: Letters of commitment	letters.pdf		Recommended

[Attachment 6: Evaluations and description of updates](#)	evaluations.pdf		Conditionally required
[Attachment 7: Federally negotiated indirect cost rate agreement](#)	agreement.pdf		Conditionally required
[Attachment 8: Explanation of delinquent federal debt](#)	delinquentdebt.pdf		Conditionally required

Narrative

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

You must limit the narrative to **ten single-spaced pages**. You may use any citation style and format as long as you use them consistently.

Use the following section headings for your narrative. NEH has aligned each section of the narrative with a corresponding review criterion. Refer to [E1. Review Criteria](#).

Significance (corresponds to [review criteria 1 and 5](#))
- Describe the institute's intellectual significance for the humanities for a general audience.
- Discuss the national or regional needs that the institute will serve.
- Include the institute's intended audience, its potential impact on digital humanities practices, and the ultimate audience that will benefit from the institute.
- Describe how this institute relates to others of a similar nature that currently exist or have been conducted in the past. Consult the [white papers from past NEH-funded institutes](#) for information and context.
- Clarify the degree to which this institute will build on past work or break new ground.

Curriculum and work plan (corresponds to [review criterion 2](#))
- Describe the curriculum's design and content and explain how it will achieve the institute's stated goals.
- Explain how the institute's curriculum and duration reflect the subjects taught and the educational needs or levels of the participants.
- 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.
- 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.
- Describe how you will provide appropriate resources for and communicate with participants before, during, and after the institute.
- Identify any risks, such as staff attrition and travel restrictions, and note how they might 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 3](#))
- Discuss your approach for ensuring a robust applicant pool.

- Provide details about your recruitment strategies, including your planned use of social media, as well as any outreach activities to particular communities of humanities faculty members and professionals.
- Describe how you will ensure that the institute attracts a diverse applicant pool, including those from historically underrepresented communities and individuals with disabilities.
- Describe how participants for the institute will be chosen.
- If some or all of the participants will be preselected, describe the application process and justify this approach.
- *Prior IADTH recipients only*: Indicate the number of applications received and number of participants selected for your most recent institute. Provide copies of all participants' evaluations from that institute in Attachment 6: Evaluations and Description of Updates.

Institutional profile (corresponds to review criterion 4)

- Provide general information about the applicant institution(s) 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 all or a component of the proposed institute will be residential, discuss provisions for housing. Describe your plans to accommodate the needs of participants with disabilities.
- If all or a component of the proposed institute will be virtual, describe the learning platform and other technical requirements needed to facilitate the teaching and learning environment. Describe your plans to accommodate the needs of participants with disabilities.

Staff, faculty, and consultants (corresponds to review criterion 4)

- Identify the principal faculty, visiting lecturers, master teachers, and support staff. Describe their roles, responsibilities, and qualifications.
- If the institute involves undergraduate or graduate students as staff, describe how it will provide opportunities for them to participate in the intellectual activities of the institute. Applicants proposing institutes with virtual components should describe the team members' experience with designing and delivering online learning.
- In Attachment 4: Biographies, include one-paragraph biographies from staff and visiting faculty.
- In Attachment 5: Letters of commitment, include letters of commitment from institute instructors other than the project director or co-project director, regardless of institutional affiliation.
- *Prior IADTH recipients only*: Explain how your prior experience has shaped the current proposal. This may be woven into your narrative or included in Attachment 6: Evaluations and description of updates.

Impact and evaluation (corresponds to review criterion 5)

- Discuss the institute's intended results, its impact on digital humanities scholarship or teaching, and plans for wider dissemination.
- Describe plans to facilitate discussion and collaboration among participants after the initial learning opportunity, including listservs, channels, websites, or forums.
- Explain plans for making the curriculum available to an audience beyond the institute participants.
- Describe the program's evaluation strategy (before, during, and after it takes place), and how it will involve the participants and the participating organizations.

Research and Related Budget

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

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

Required fields are indicated in yellow. Round to the nearest whole dollar amount in all dollar fields. The inclusion of a cost category on the Research and Related Budget does not automatically indicate that an expense is allowable in this program. See D6. Funding Restrictions for a list of unallowable costs. Carefully review these instructions to ensure that costs are not disallowed.

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

All costs must be reasonable, necessary to accomplish project objectives, allowable in terms of 2 CFR 200 Subpart E - Cost Principles, auditable, and incurred during the period of performance. All costs are subject to audit, record retention, and other requirements set forth in 2 CFR 200 Subpart F.

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

Introductory Fields

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

A. Senior/Key Person

Only key project personnel **employed by the applicant institution** should be included in Sections A and B. of the Research and Related Budget form. Project team members who are playing a leadership role should be included under A. Senior/Key Person while additional project team members should be included under B. Other Personnel. Depending on their role on the project, costs for other project team members who are not employed by the applicant

institution may be included on the budget under [F3. Consultant Services](#) or [F5. Subawards/Consortium/Contractual Costs](#).

Enter the base salary (annual compensation) and identify the number of months each senior/key person will devote to the project in the applicable box (i.e., calendar, academic, summer). Use either calendar months or a combination of academic and summer months. Failure to include base salaries can result in a delay of the issuance of awards.

If level of effort will not change throughout the year, you may use only the calendar months column. If effort remains constant, but your institutional business process requires noting academic and summer months separately, you may use both columns. If effort varies between academic and summer months, leave the calendar months column blank and use only the academic and summer months columns. If your institution does not use a nine-month academic year or a three-month summer period, include your institution's definition of these terms in your [budget justification](#).

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

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

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

B. Other Personnel

For each project role described below, identify the number of personnel proposed, the total number of months, total salary, and total fringe benefits requested as described in [A. Senior/Key Person](#). The form will calculate the requested salary and fringe benefits for each group.

Post-doctoral associates, graduate students, and undergraduate students

In your [budget justification](#), list names, roles, associated months, and requested salary and fringe benefits for post-doctoral associates, graduate students, and undergraduate students.

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 are included as part of indirect costs (see [H. Indirect Costs](#)). Per [2 CFR §200.413(c)](#), direct charging of salaries for administrative or clerical staff may be appropriate only if all of the following conditions are met:

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

In your budget justification, document how direct charging for secretarial/clerical personnel (i.e., administrative and clerical staff) meets all four conditions. NEH may request additional information for these positions in order to assess allowability.

Additional Other Personnel

List any additional project role(s). The form can accommodate up to six named roles. If you have more than six, combine project roles here and explain in your budget justification.

Salaries and wages claimed must be in compliance with 2 CFR §§200.430 and .466. Fringe benefits claimed must be in compliance with 2 CFR §200.431.

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

C. Equipment Description

List each item of equipment to be purchased and its estimated cost, including shipping and maintenance. Justify each in your budget justification.

You may purchase equipment if an analysis demonstrates that it is more economical and practical than leasing (equipment rental/user fees should be included in F. Other Direct Costs). Equipment is defined as nonexpendable personal property costing $5,000 or more and having a service life of more than one year (unless your organization has established a lower level). See 2 CFR §§200.313 and .439. You may charge depreciation in compliance with 2 CFR §200.436.

Per 2 CFR §200.322, as appropriate and to the extent consistent with law, applicants should, to the greatest extent practicable under a federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States. The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.

The form can accommodate up to ten equipment items. If you request funds for additional equipment, list them in a separate document. Save the document as a PDF named additionalpersonnel.pdf and attach it under "Additional Equipment." Enter the total funds requested for the additional equipment in the "Total funds requested for all equipment listed in the attached file" field.

Total equipment costs will be automatically calculated.

D. Travel

Enter the total funds requested for both domestic (local and long-distance) and foreign travel (travel to Canada and Mexico is considered foreign travel). In your budget justification, include the purpose, destination, travel dates (if known), and the names of travelers (if known) for each trip. If dates are not known, specify the estimated length of trip (e.g., 3 days). If travelers are unknown, provide a count. **All trips—both foreign and domestic—must be justified individually.**

For local travel, outline the mileage rate, number of miles, reason for travel, and staff member/consumers completing the travel. For long-distance travel, calculate per diem amounts for meals and lodging consistent with written institutional policy. The lowest available commercial fares for coach or equivalent accommodations must be used. **Arrangements made on a non-refundable basis are at the risk of the recipient if the services must be cancelled for any reason**.

Travel costs must comply with 2 CFR §200.475 and foreign travel must comply with article 10 of the General Terms and Conditions for Awards to Organizations. NEH will use the General Services Administration's published per diem rates to assess if proposed travel costs are reasonable.

Include funds for the project director(s) to attend a two-day meeting in Washington, D.C. in November 2023.

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.

Include travel costs for participants in E3 and travel costs for consultants in F3.

Total travel costs will be automatically calculated.

E. Participant/Trainee Support Costs

As defined in 2 CFR §200.1, participant support costs are direct costs for expenses such as stipends, travel allowances, subsistence allowances, and registration fees paid to or on behalf of participants (but not employees) in connection with conferences or training projects.

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

Justify participant support costs in your budget justification. **Arrangements made on a non-refundable basis are at the risk of the recipient or participant if the services must be cancelled for any reason.**

Total participant support costs will be automatically calculated.

1. Tuition/Fees/Health Insurance
Leave this field blank.

2. Stipends
Enter the total funds requested for participant stipends.

3. Travel
Enter the total funds requested for participant travel. In your budget justification, name the travelers (if possible) and reflect the travel expenses for each (e.g., roundtrip airfare, mileage or public transportation, related parking, etc.).

4. Subsistence
Enter the total funds requested for participant subsistence. Subsistence expenses include lodging and service charges; meals, including taxes and tips; and incidental expenses (e.g., fees and tips).

5. Other

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

Number of Participants/Trainees

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

F. Other Direct Costs

Total other direct costs will be automatically calculated.

1. Materials and Supplies

Enter the total funds requested for materials and supplies costing the lesser of the capitalization level established by the applicant or $5,000, regardless of the length of its useful life. See 2 CFR §§200.314 and .453.

In your budget justification, indicate general categories, including an amount for each category (e.g., personal computers, digital cameras, archival supplies). Itemize categories totaling $1,000 or more.

2. Publication Costs

Enter the total funds requested for publication costs. You may request funds for the costs of documenting, preparing, publishing, or otherwise making available to others, the findings and products of the work conducted under the award. Include supporting information in your budget justification.

3. Consultant Services

Enter the total funds requested for consultant services. In your budget justification, describe each consultant, the services he/she will perform, total number of days, travel costs, and the total estimated costs.

Consultant fees must be in compliance with 2 CFR §200.459.

4. Automated Data Processing (ADP)/Computer Services

Enter the total funds requested for ADP/computer services, including computer-based retrieval of scientific, technical, and education information. In your budget justification, include the established computer service rates, if applicable. If such services are provided by a third-party, include them in Subawards/Consortium/Contractual Costs. Personal computers and peripherals should be included in Materials and Supplies.

5. Subawards/Consortium/Contractual Costs

Enter the total funds requested (both direct and indirect costs) for activities to be performed by third-party subrecipients. This includes subawards and other contractual costs. **Itemize the costs associated with the subaward or contract in your budget justification, using the same categories on the Research and Related Budget. Justify each subrecipient individually.** See 2 CFR §§200.331 and .332.

Per 2 CFR §§200.1 and .331(a), a subaward is an award provided by a pass-through entity to a subrecipient to carry out part of a federal award. Payments to contractors (as defined in 2 CFR §200.1 and 331(b)) or payments to individuals who are beneficiaries of federal programs are not considered subawards.

A pass-through entity may provide a subaward through any form of legal agreement, including an agreement that the pass-through entity considers a contract. In determining whether an agreement between a pass-through entity and another non-federal entity casts the latter as a subrecipient or a contractor, the substance of the relationship is more important than the form of the agreement. See 2 CFR §200.331(c).

Per 2 CFR §25.300, recipients may only issue subawards with federal funds to organizations that have obtained and provided to the recipient a unique entity identifier. Subrecipients are not required to complete registration with the System for Award Management (SAM) to obtain a unique entity identifier. See D3. Unique Entity Identifier and System for Award Management.

Contractual costs are occasionally sufficiently high enough to warrant a categorical breakdown of costs. When this is the case, provide detailed information in your budget justification. NEH may request additional information in order to assess reasonableness and allowability.

If a subrecipient is claiming indirect costs, include their federally negotiated indirect cost rate agreement in Attachment 7: Federally negotiated indirect cost rate agreement.

6. Equipment or Facility Rental/User Fees

Enter the total funds requested for rental/user fees for equipment and facilities. Identify and justify each rental/user fee in your budget justification.

You may charge depreciation in compliance with 2 CFR §200.436. If you will use equipment purchased with federal funds under another award, it may be appropriate to charge user fees consistent with 2 CFR §200.313(c)(2). You may not charge both depreciation and user fees.

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

Federally funded meetings and conferences must be held in properties that comply with the Hotel and Motel Fire Safety Act of 1990 (Pub. L. 101-391). Consult the U.S. Fire Administration's National Master List for a list of fire code compliant hotels.

7. Alterations and Renovations

Leave this line blank. Per 2 CFR §200.462, costs incurred for ordinary and normal rearrangement and alteration of facilities are allowable as indirect costs.

8-10. Other

List items not previously included in other budget categories or in the indirect cost pool. "Other" project-specific costs may include promotion, acquisition fees, rights, evaluation and assessment fees, and access accommodations (e.g., audio description, sign-language interpretation, closed or open captioning, large-print brochures/labeling). Itemize and justify costs in your budget justification. "Miscellaneous" and "contingency" are not acceptable budget categories.

Per 2 CFR §200.432, allowable conference costs may include speakers' fees, costs of meals and refreshments, and other items incidental to such conferences. Conference hosts must exercise discretion and judgment in ensuring that costs are appropriate, necessary, and managed in a manner that minimizes costs to the award. Food and/or meals are only allowable when vendors are unavailable during the scheduled program. Federal funds for meals/ food/ refreshments at receptions or "networking" events are not allowable. If incidental food items and/or meals are provided at no charge during meetings, conferences, training, or other events attended while on NEH-supported travel, the per diem charged to the award must be reduced accordingly. Per 2 CFR §200.423, alcoholic beverages are unallowable.

G. Total Direct Costs

Total direct costs will be automatically calculated.

H. Indirect Costs

Indirect costs are costs that are incurred for common or joint objectives and therefore cannot be readily identified with a specific project or activity of an organization. Indirect costs include such expenses as the depreciation on buildings, equipment, and capital improvement; operations and maintenance expenses; accounting and legal services; and salaries of executive officers.

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

Carefully review your institution's negotiated indirect cost rate(s) to make sure you are using the most appropriate rate for your project. Many institutions of higher education negotiate multiple rates—for example, "research," "instruction," and "other sponsored activities." With rare exceptions, your institution's "research" rate will **not** be the appropriate rate for inclusion in your NEH project budget, as the use of this rate is reserved for projects involving scientific research, not scholarly inquiry of the type most often supported by NEH.

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

An organization that wishes to include indirect costs in its budget but does not have a federally negotiated indirect cost rate may choose one of the following options:

- direct cost all expenses;
- submit an indirect cost proposal to their cognizant federal agency to negotiate a rate within three months of the effective date (period of performance start date) of the award (subrecipients may negotiate a rate with the recipient consistent with the requirements outlined in 2 CFR §200.414); or
- charge a de minimis rate of 10% of MTDC (see 2 CFR §200.414(f))

Per 2 CFR §200.1, MTDC are all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first $25,000 of each subaward (regardless of the period of performance of the subaward). **MTDC exclude equipment, capital expenditures, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward in excess of $25,000.**

If you choose one of these options, indicate this under Indirect Cost Type.

If applicable, include a copy of your federally negotiated indirect cost rate agreement as Attachment 7: Federally negotiated indirect cost rate agreement.

Indirect Cost Type

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

Indirect Cost Rate (%)

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

Indirect Cost Base ($)

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

Funds Requested ($)

Enter the funds requested for each indirect cost type.

Total Indirect Costs

Total indirect costs will be automatically calculated.

Cognizant Federal Agency

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

I. Total Direct and Indirect Costs

Total costs will be automatically calculated.

J. Fee

Leave this field blank.

K. Total Costs and Fee

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

L. Budget Justification

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

Provide the information requested to support your budget. If applicable, the following categories must be justified: equipment, travel, participant/trainee support, and other direct costs.

Your budget justification must specifically describe how costs have been calculated and how each item will support the proposed objectives. If you have a quote(s), include it here. If your project includes subawards, detail and quantify all subaward costs.

Explain any exclusions applied to your indirect costs base calculation.

If your project includes voluntary cost share, describe it here. These costs should not be included on the Research and Related Budget form.

Application Components

SF-424 Application for Federal Assistance – Short Organizational

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

5. Applicant Information

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

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

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

6. Project Information

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

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

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

7. Project Director

Provide the project's director's name, title, and contact information. The project director is responsible for the programmatic aspects and day-to-day management of the proposed project and is critical to its success. You must notify the NEH Office of Grant Management immediately if the project director named in the application changes.

If the project director is not an employee of the recipient organization, the recipient must have a formal written agreement with the project director that specifies an official relationship between the parties even if the relationship does not involve a salary or other form of remuneration.

8. Primary Contact/Grants Administrator

Provide the name, title, and contact information for the official responsible for the administration of the award (e.g., negotiating the budget and ensuring compliance with the terms and conditions of the award).

As a matter of NEH policy, the project director named in item 7 may **not** be the same individual named as the primary contact/grants administrator named in item 8. The role of the project director must be distinguished from that of the institutional grants administrator, who functions as the representative of the recipient organization with authority to act on the organization's

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

9. Authorized Representative

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

Supplementary Cover Sheet for NEH Grant Programs

1. Project Director

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

2. Institutional Information

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

3. Project Funding

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

4. Application Information

Indicate whether complimentary proposals will be submitted to other NEH programs, government agencies, or private entities for funding. If so, specify when and to whom. NEH frequently cosponsors projects with other funders. Providing this information will not prejudice the review of your application. See C3. Other Eligibility Information for restrictions regarding overlapping costs.

For type of application, check "new."

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

Project/Performance Site Location(s) Form

Provide the primary location and any other locations where the project activity will occur during the period of performance. You may include multiple performance sites. If you need to add more locations than the form allows, enter the information in a separate file and add it to the "Additional Locations" section. Position your cursor over each field to view instructions.

Certification Regarding Lobbying (conditionally required)

If you are requesting an award greater than $100,000, you must submit the Certification Regarding Lobbying. Once selected, this form will autofill based upon information provided on the SF-424 Application for Federal Assistance - Short Organizational.

Standard Form-LLL, "Disclosure of Lobbying Activities" (conditionally required)

If non-federal funds have been or will be used for lobbying, you must submit Standard Form-LLL, "Disclosure of Lobbying Activities." See 2 CFR §200.450.

Attachments Form

This form can accommodate up to fifteen attachments. Consult the [Application Components Table](#) to name and sequence your attachments in the proper order so that NEH can easily identify them.

Attachments must be in Portable Document Format (.pdf). Reformat all non-PDF files (i.e., Word, Excel, images, etc.) as PDFs. If an attachment contains multiple documents, merge them into a single file. Do not attach portfolios containing multiple PDFs. NEH cannot accept security-enhanced PDFs (e.g., password-protection, encryption, digital signatures, etc.). Flatten these files before uploading to Grants.gov.

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

Limit file names to 50 or fewer characters. Do not attach any documents with the same name. Each attachment should have a unique name. Use only the following UTF-8 characters when naming your attachments: A-Z, a-z, 0-9, underscore, hyphen, space, period, parenthesis, curly braces, square brackets, ampersand, tilde, exclamation point, comma, semi colon, apostrophe, at sign, number sign, dollar sign, percent sign, plus sign, and equal sign. If you do not follow these naming conventions, your application may be rejected.

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

Occasionally, converting a document to PDF may alter its length. It is your responsibility to ensure that all attachments are within the stated page limits.

Attachment 1: List of project personnel (required)

List all project personnel and visiting faculty along with their institutional affiliations, if any, and clearly identify the project director and any co-directors (i.e., J.B. Smith, Smallville College, Project Co-Director). The project directors are responsible for the programmatic aspects and day-to-day management of the proposed institute. Project personnel are members of the team, such as institute faculty, who carry out programmatic activities. The names on this list should match the names mentioned in the [Staff, faculty, and consultants](#) section of the narrative. NEH uses this list 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)

Your work plan should reflect major activities described in your narrative and the project dates identified on the [SF-424 Application for Federal Assistance - Short Organizational](#) and the [Research and Related Budget](#).

Describe the planning and implementation of all institute activities; include 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). 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: Biographies (required)

Provide a one paragraph biography for personnel identified in [Attachment 1: List of project personnel](). Explain how each individual's technical competence and/or humanities qualifications will enable them to fulfill their responsibilities. **Applicants must not submit CVs or resumes, or NEH will deem the application nonresponsive and it will not be reviewed.**

If you plan to hire new staff using grant funds, provide a detailed job description for any open positions.

Name the file biographies.pdf

Attachment 5: Letters of commitment (recommended)

You are encouraged to include letters of commitment from institute instructors and cooperating institutions. The project director does not need to provide a letter of commitment. Elected government officials, NEH staff, 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 IATDH awards must include copies of all participants' evaluations of the most recent institute and an explanation of how their experience as directors has shaped the institute 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 your organization is claiming indirect costs and has a current federally negotiated indirect cost rate agreement, submit a copy of the agreement. If a subrecipient is claiming indirect costs and has a current federally negotiated indirect cost rate agreement, submit a copy of the agreement. If you are requesting the de minimis rate, this attachment is not required.

Name the file agreement.pdf.

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

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

Name the file delinquentdebt.pdf.

3. Unique Entity Identifier and System for Award Management

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

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

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

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

D-U-N-S®

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

System for Award Management (SAM)

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

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

Grants.gov

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

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

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

Grants.gov maintains [a library of instructional videos](#) which may be helpful resources as you prepare your application.

4. Submission Dates and Times

Drafts

Program officers will review drafts submitted by January 23, 2022 at 11:59 p.m. Eastern Time. Drafts submitted after this date will not be reviewed. This optional preliminary review is not part of the formal selection process and has no bearing on the final funding decision. However, previous applicants have found it helpful in strengthening their applications.

To submit a draft, send a narrative, preliminary work plan and course outline, and/or preliminary budget as a single attachment (one file) to odh@neh.gov. In the body of the email, indicate the lead project director, institution name, and preliminary title for the institute. Drafts must not be submitted via Grants.gov.

Applications

The deadline for applications under this notice is March 2, 2022, at 11:59 p.m. Eastern Time.

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

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

When NEH receives your application from Grants.gov, the agency will assign it a tracking number beginning with HT-. A tracking number does not guarantee that the application is free of technical problems (such as missing attachments or failure to convert attachments to PDFs). If a technical problem is detected, NEH will notify you via email. It is your responsibility to correct any errors prior to the deadline.

Once you have applied, NEH will not comment on the status of your application except on issues of eligibility, completeness, and responsiveness.

5. Intergovernmental Review

This funding opportunity is not subject to intergovernmental review under [Executive Order 12372](#).

6. Funding Restrictions

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

- digitizing 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 jurisdictions
- meals, food, or refreshments at receptions or "networking" events
- promoting a particular political, religious, or ideological point of view
- advocating for a particular program of social or political action
- supporting specific public policies or legislation
- lobbying

- projects that fall outside of the humanities and the humanistic social sciences (including the creation or performance of art; creative writing, autobiographies, memoirs, and creative nonfiction; and quantitative social science research or policy studies)

See also the unallowable costs included in 2 CFR 200 Subpart E - Cost Principles.

E. Application Review Information

1. Review Criteria

Peer reviewers will use the following criteria to review applications in the IATDH program:

Criterion 1: Intellectual significance and potential impact
(corresponds to narrative section "Significance" and "Impact and evaluation")

- How clear and persuasive are the intellectual rationale and potential impact?
- How well does the application justify the digital methodology or technologies being studied at the institute?
- To what extent does the institute address a national or regional need?
- To what extent does the proposed institute relate to others of a similar nature that currently exist or have been conducted in the past?
- Does the proposal clarify the degree to which this institute will build on past work or break new ground?
- For prior IADTH recipients, to what extent do prior application numbers establish evidence of strong participant interest in the topic?

Criterion 2: Conception, definition, organization, and description of the program
(corresponds with the narrative section "Curriculum and work plan" and Attachment 3: Work plan and course outline)

- How well-founded is the institute's pedagogical approach?
- How well do the institute's length, meeting dates, and use of residential and/or virtual formats support substantive study?
- How feasible and well-planned is the schedule?
- Is there adequate time for the proposed activities?
- For prior IADTH recipients, does the applicant adequately explain how the directors' experiences have shaped the institute currently being proposed?

Criterion 3: Participant selection
(corresponds with the narrative sections "Significance" and "Participants")

- How well does the applicant describe the institute's proposed audience?
- Are the plans for recruiting a diverse and inclusive pool of applicants well-detailed and effective?
- Are the plans for selecting a participant cohort well-detailed, fair, and effective?

Criterion 4: Appropriateness of the host institution and the institute team
(corresponds with the narrative sections "Institutional profile" and "Staff, faculty, and consultants" and Attachment 4: Biographies)

- For institutes that propose an in-person component, how appropriate is the host institution(s) and the institute venues?

- For institutes that propose an in-person component, how well do the facilities and related resources support a collegial academic environment?
- Do team members have the appropriate backgrounds, experiences, and commitment to accomplish the proposed activities and to address the needs of the intended audiences?
- For institutes that propose a virtual component, how extensive is the staff's experience in providing online training and how appropriate is the proposed online training platform?

Criterion 5: Impact, evaluation and budget
(corresponds with the narrative section "Impact and evaluation" and the budget)

- How clear are the evaluation plans (both during and after the institute)?
- How well does the application provide for meaningful follow-up to strengthen the institute's impact?
- How well does the application detail plans for making the curriculum available to an audience beyond the institute participants?
- How appropriate is the institute's budget related to the program's design and likely results?
- Is the rationale for the faculty, staff, and participant compensation appropriate and adequate?

2. Review and Selection Process

NEH staff review all applications for eligibility, completeness, and responsiveness, and then uses a peer review process to evaluate all eligible and complete applications. Peer reviewers are experts in the field with relevant knowledge and expertise in the types of project activities identified in the applications. NEH instructs reviewers to evaluate applications according to the review criteria in this notice. 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 Chair. The Chair considers the advice provided by the review process and, by law, makes all funding decisions. Learn more about the NEH review process.

3. Assessment of Risk and Other Pre-Award Activities

Applications that have received a favorable review are subsequently reviewed for other considerations, including past performance, as applicable; cost analysis of the project budget; assessment of management systems; continued applicant eligibility; and compliance with any public policy requirements.

You may be asked to submit additional programmatic or administrative information (such as an updated budget or supporting documentation) or to undertake certain activities (such as negotiation of an indirect cost rate) in anticipation of an award. However, such requests do not guarantee that an award will be made.

After reviewing applicable information, NEH's approving and grant management officials will determine whether an award can be made, if special conditions are required, and what level of funding is appropriate. NEH may elect not to fund applicants with management or financial instability that affects their ability to implement the terms and conditions of the award (2 CFR §200.206).

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

4. Anticipated Announcement and Award Dates

NEH will notify applicants of funding decisions by email in August 2022. This notification is not an authorization to begin performance or incur related costs. You may request evaluations of your proposal by contacting odh@neh.gov.

F. Federal Award Administration Information

1. Federal Award Notices

The NEH Office of Grant Management will send award documents to the institutional grants administrators and project directors of successful applications via eGMS Reach in August 2022.

2. Administrative and National Policy Requirements

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

Debarment, suspension, ineligibility, and voluntary exclusion certification

You must comply with 2 CFR §§180.335 and .350 with respect to providing information regarding all debarment, suspension, and related offenses information, as applicable.

1) The prospective recipient certifies, by submission of this application, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
2) Failure to make required disclosures can result in any of the remedies described in 2 CFR §200.339, including suspension or debarment. See also 2 CFR parts 180 and 3369.
3) If the prospective recipient is unable to attest to the statements in this certification, an explanation must be included in Attachment 8: Explanation of delinquent federal debt.

Providing access to NEH-funded products

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

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

Copyright information

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

Acknowledging NEH support

All materials publicizing or products resulting from NEH-funded activities must contain an acknowledgment of NEH support. Consult _Acknowledgment and Publicity Requirements for NEH Awards_ and _Publicizing Your Project_ for guidance.

Program income policy

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

Principles of Civility

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

Eliminate waste, fraud, and abuse

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

Termination

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

3. Reporting

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

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

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

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

4.) **White paper**. Recipients must submit a "lessons learned" white paper, documenting the project so that others can benefit from the recipients' experience. It will be posted on the NEH website. Recipients are encouraged to broadly disseminate the white paper among their peers.

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

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

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

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

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

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

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

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

Always obtain a case number when calling for support.

H. Other Information

Related funding opportunities

Applicants 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 Preservation and Access Education and Training 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 seeking 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

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

Application completion time

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

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