

Note: This NOFO is no longer active. It has been archived for records purposes. To view current guidelines for NEH programs, visit our website: <https://www.neh.gov/>.



NATIONAL ENDOWMENT FOR THE  
**Humanities**

**OFFICE OF DIGITAL HUMANITIES**

# **INSTITUTES FOR ADVANCED TOPICS IN THE DIGITAL HUMANITIES**

**Deadline: March 14, 2017 (for projects beginning October 2017)**

Catalog of Federal Domestic Assistance (CFDA) Number: 45.169

If after reading this document you have questions about this grant program, contact the staff of NEH's Office of Digital Humanities at [odh@neh.gov](mailto:odh@neh.gov). Applicants wishing to speak to a staff member by telephone should provide in an e-mail message a telephone number and a preferred time to call. Applicants who are deaf or hard of hearing can contact NEH via Federal Relay (TTY users) at 800-877-8399.

## Contents

I. Program Description .....	3
The Common Good: The Humanities in the Public Square.....	5
Protecting our cultural heritage.....	6
Providing access to grant products .....	6
Award information .....	6
Cost sharing .....	6
Eligibility .....	6
II. Preparing and Organizing your Application .....	7
Resources for preparing a strong application.....	7
Evaluation criteria.....	7
Application elements .....	8
III. Submitting your Application .....	13
Deadlines for submitting optional draft proposals and applications .....	14
IV. What Happens After the Submission of an Application.....	14
Review and selection process .....	14
Information for all applicants and for successful applicants.....	14
V. Additional Information .....	15
Contact information for the program and Grants.gov .....	15
Privacy policy .....	15
Application completion time .....	16
APPLICATION CHECKLIST .....	16
TIMELINE .....	17

## I. Program Description

The Institutes for Advanced Topics in the Digital Humanities 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.

The projects may be a single opportunity or offered multiple times to different audiences. Institutes may be as short as a few days and held at multiple locations or as long as six weeks at a single site. For example, 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.

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, extensive networking capabilities, sophisticated analytical tools, and new collaboration platforms are simultaneously providing and improving interactive access to and analysis of these data as well as a multitude of other resources. The Institutes for Advanced Topics in the Digital Humanities program seeks to enable humanities scholars in the United States to incorporate advances like these into their scholarship and teaching.

The goals of the Institutes for Advanced Topics in the Digital Humanities program are

- 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;
- to reflect on, interpret, and analyze new digital media, multimedia, and text-based computing technologies and integrate these into humanities scholarship and teaching;
- to build communities of inquiry and contribute to the intellectual vitality and professional development of participants;
- to teach current and future generations of humanities scholars to design, develop, and use digital tools and environments for scholarship; and

- to 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.

NEH strongly encourages applicants to develop proposals for multidisciplinary teams of collaborators that will offer the necessary range of intellectual, technical, and practical expertise. This program is designed to bring together humanities scholars, advanced graduate students, librarians, archivists, museum staff, computer scientists, information specialists, and others to learn new tools, approaches, and technologies and to foster relationships for future collaborations in the humanities. Partners and collaborators may be drawn from the private and public sectors and may include appropriate specialists from within and outside the United States.

NEH particularly encourages projects that seek to introduce digital humanities topics to scholars who lack digital expertise. It also encourages applications that propose institutes of a week or less that address specific methodologies that will enable new and established scholars to incorporate advanced computational research techniques in their research projects.

Institutes for Advanced Topics in the Digital Humanities may be hosted by 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. Projects that will be held more than once and at different locations are permissible.

Possible topics and areas to be addressed might include but are not limited to

- applications of the Text Encoding Initiative, electronic editing, and publishing;
- scholarly communication and publishing;
- e-literature;
- textual analysis and text mining;
- immersive and virtual environments in multimedia research, including those for mobile platforms;
- 3-D imaging and modeling technology;
- digital image and sound analysis;
- information aesthetics and approaches to visualizations of humanities topics and research;
- computer gaming and simulations as applied to the humanities;

- high-performance computing or supercomputing and the humanities; and
- advanced geospatial applications.

Institutes for Advanced Topics in the Digital Humanities grants may not be used for

- digitization of collections;
- support for workshops on routine computer applications (for example, training in HTML mark-up) from which little new knowledge about techniques or approaches in the digital humanities will emerge;
- the development and presentation of courses or programs that focus on the skills and knowledge required to preserve, digitize, or catalog humanities collections, such as training in digital scanning;
- graduate programs in the digital humanities; or
- programs that are not regional (multistate) or national in scope.

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.

## The Common Good: The Humanities in the Public Square

NEH invites projects related to its initiative, [The Common Good: The Humanities in the Public Square](#). This initiative seeks to connect the study of the humanities to the current conditions of national life. Many of today's challenges require more than ever the forms of understanding and knowledge represented by the humanities. They require the broadest possible engagement of scholars and the public with the resources of the humanities, including but not limited to the study of language, literature, history, philosophy, comparative religion, and ethics. The study of the humanities can help illuminate the complexity of many contemporary challenges while enriching our understanding of the common good.

Note that the Common Good initiative incorporates the [Standing Together](#) initiative, which encourages projects related to war and military service.

## 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. Project teams must include appropriate methodological specialists and humanities scholars. Projects must demonstrate the capacity to be sustained and must be widely accessible to the public. For more information click [here](#).

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

All applications will be given equal consideration in accordance with the program's evaluation criteria, whether or not they respond to the Common Good initiative or the Standing Together initiative, focus on lost or imperiled cultural heritage materials, or include Native American organizations and communities as lead applicants and project partners.

## Providing access to grant products

As a taxpayer-supported federal agency, NEH endeavors to make the products of its awards available to the broadest possible audience. Our goal is for scholars, educators, students, and the American public to have ready and easy access to the wide range of NEH award products. For the Institutes for Advanced Topics in the Digital Humanities program, such products may include digital curricula, websites, and the like. For projects that lead to the development of websites, all other considerations being equal, NEH gives preference to those that provide free access to the public. Detailed guidance on access and dissemination matters can be found in the discussion of "Impact and evaluation" in the instructions for preparing the narrative.

## Award information

Awards normally range from one to three years and from \$50,000 to a maximum of \$250,000 in outright funds.

## Cost sharing

Cost sharing is not required in this program.

## Eligibility

Any U.S. nonprofit organization with 501(c)(3) tax-exempt status is eligible, as are state and local governmental agencies and federally recognized Indian tribal governments. Individuals are not eligible to apply.

NEH generally does not award grants to other federal entities or to applicants whose projects are so closely intertwined with a federal entity that the project takes on characteristics of the federal entity's own authorized activities. This does not preclude applicants from using grant funds from, or sites and materials controlled by, other federal entities in their projects.

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

## II. Preparing and Organizing your Application

### Resources for preparing a strong application

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

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

Applicants whose projects has received NEH support may apply for a grant for a new or subsequent stage of that project. These proposals receive no special consideration and will be judged by the same criteria as others in the grant competition. In addition, such applicants must provide the evaluations from their most recent previously funded project, substantially update their proposals, and include a description of the new activities and a justification of the new budget. Such applicants must also describe how the previously funded project met its goals.

### Evaluation criteria

Applicants should read the program's evaluation criteria (listed below) and ensure that their applications respond to them.

- the intellectual significance of the professional development opportunity for research and teaching in the humanities;
- the quality of the conception, definition, organization, and description of the program and the applicant's clarity of expression;

- the soundness of the program’s methodology and work plan, as well as the appropriateness of the digital technology being studied at the institute;
- the professional training and experience of the staff in relation to the activity for which support is requested; and
- the appropriateness of the project’s budget, in view of the project’s design and likely results.

As noted earlier, before they submit a proposal applicants are encouraged to contact program officers, who can offer advice about preparing the proposal and the review process. Program officers can also review draft proposals, which are optional. Program officers’ comments on draft proposals are not part of the formal review process and have no bearing on the final outcome of the proposal, but previous applicants have found them helpful in strengthening their applications.

Program staff recommends that draft proposals be submitted at least six weeks before the deadline. Time constraints may prevent staff from reviewing draft proposals submitted after that date. Draft proposals should be submitted by e-mail attachment to [odh@neh.gov](mailto:odh@neh.gov).

## Application elements

Your application should consist of the following parts.

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

List all parts of the application and, beginning with the narrative, number all pages consecutively.

### 2. **List of participants**

On a separate page, list all project staff and visiting faculty and their institutional affiliations, if any. 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.

### 3. **Description of the project and its significance (one-page summary)**

Provide a one-page abstract written for a nonspecialist audience, clearly explaining the project’s intellectual significance for the humanities, its principal activities, and its expected results. Describe the research questions to be considered or the learning outcomes that would benefit humanities scholarship, and describe the project’s intended outcome in quantitative terms (for example, the number of participants).

#### 4. **Narrative**

The narrative should not assume specialized knowledge, and it should be free of jargon. It should clearly define technical terms so that they are comprehensible to a nonspecialist audience.

Limit the narrative to ten single-spaced pages. All pages should have one-inch margins, and the font size should be no smaller than eleven point. Use appendices to provide supplementary material.

Keep the application review criteria (which appear above, near the start of Section II of these guidelines) in mind when writing the narrative, which consists of the following sections:

- **Significance**

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. Describe how this program relates to others of a similar nature that currently exist or have been conducted in the past. Clarify the degree to which this program will build on past work or break new ground.

- **Institutional profile**

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 the proposed project will be residential, discuss provisions for housing.

- **Curriculum and work plan**

Thoroughly describe the content of the project, including requirements for attendance; the time, location, duration, and structure of the program; and the materials to be used. Summarize presentations and discussion topics, include assigned and recommended readings, and identify other resources and materials to be used. (Include a detailed work plan and schedule in an appendix.)

If you are requesting complete or partial funding for the development, acquisition, preservation, or enhancement of geospatial data, products, or services, you must conduct a due diligence search at the Data.gov [list of datasets](#) to discover whether the needed geospatial-related data, products, or services

already exist. If not, the proposed geospatial data, products, or services must be produced in compliance with applicable proposed guidance posted at [www.fgdc.gov](http://www.fgdc.gov). For further information on this requirement, please see [Article 34 of the General Terms and Conditions for Awards](#).

Give careful consideration to the proposed dates of the institute, taking into account the variety of academic schedules across the country.

- **Participants**

Describe how participants for the institute will be chosen. Discuss the procedures for ensuring a robust applicant pool. If some or all of the applicants will be preselected, justify this approach. Explain how the curriculum and duration of the program reflect the subjects taught and the educational needs or level of the attendees.

Project directors of previously funded Institutes for Advanced Topics in the Digital Humanities must include

1. a description of the number of applications received and number of participants selected for their most recently offered project;
2. copies of all participants' evaluations of the most recently offered project (in an appendix); and
3. 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 an appendix.

- **Impact and evaluation**

Discuss the program's expected results, their impact on digital humanities scholarship, and any plans for wider dissemination. Describe any plans, including listservs and websites, to facilitate discussion and collaboration among participants after the initial learning opportunity. Explain any plans for making the institute curriculum available to an audience beyond the institute participants (for example, through audio or video recordings of institute activities). Indicate how the program and its results will be evaluated by participants and by the applicant organization.

Successful applicants will be expected to create a "lessons learned" white paper. This white paper should document the project, so that others can benefit from the grantees' experience. This white paper will be posted on the NEH website.

- **Staff, faculty, and consultants**

Using short paragraphs, identify the principal faculty, visiting lecturers, master teachers, and support staff and describe their roles, responsibilities, and qualifications. Include in an appendix letters of commitment and brief (two-page) résumés.

## 5. Budget

Using the instructions and the sample budget, complete the budget form (MS Excel format) or a format of your own that includes all the required information. (You can find links to the budget instructions, sample budget, and budget form on the [program resource page](#).) Submit your budget in a font of at least eleven points. The budget must be free of mathematical errors. While all items should be justified by the narrative, you may include further explanation in brief budget notes appended to the budget.

If the applicant institution is claiming indirect costs, submit a copy of its current federally negotiated indirect-cost rate agreement. Do not attach the agreement to your budget form. Instead you must attach it to the Budget Narrative Attachment Form (also known as the Budget Narrative File). (See the instructions for this form in the Application Checklist near the end of this document.) Alternatively, you must attach a statement to the form, explaining a) that the applicant institution is not claiming indirect costs; b) that the applicant institution does not currently have a federally negotiated indirect-cost rate agreement; or c) that the applicant institution is using the government-wide rate of up to 10 percent of the total direct costs, less distorting items (including but not limited to capital expenditures, participant stipends, fellowships, and the portion of each subgrant or subcontract in excess of \$25,000).

Indirect costs are computed by applying a negotiated indirect-cost rate to a distribution base (typically a portion of the direct costs of the project). If the applicant institution is claiming indirect costs and has a current federally negotiated indirect-cost rate agreement, include on the budget form the following information: a) the indirect-cost rate; b) the federal agency with which the agreement was negotiated; and c) the date of the agreement.

If the applicant institution does not have a current federally negotiated indirect-cost rate or has not submitted a pending indirect-cost proposal to a federal agency, you may choose one of the following options, if you wish to include overhead charges in the budget:

- NEH will not require the formal negotiation of an indirect-cost rate, provided that the charge for indirect costs does not exceed 10 percent of direct costs, less distorting items (including but not limited to capital expenditures, participant stipends, fellowships, and the portion of each individual subgrant or subcontract in excess of \$25,000). This option is not available to sponsorship (umbrella) organizations. If you choose this option, you must maintain documentation to support overhead charges claimed as part of project costs.
- If the applicant organization wishes to use a rate higher than 10 percent, you must provide an estimate of the indirect-cost rate and the charges on the budget form. If

the application is approved for funding, NEH will provide instructions in the award document on how to negotiate an indirect-cost rate with NEH.

If you choose one of these two options, please indicate on your budget form that you are doing so.

All project directors will attend a planning meeting at the NEH offices in Washington, D.C. Project directors should accordingly include in the “Travel” section of the budget the costs for a trip to attend a one-day meeting in the first year of the requested grant period.

If stipends are to be offered to participants, we recommend that those stipends not exceed \$125 per day. Stipends should be commensurate with the time commitment expected of the participants. Include participant stipends (if any) in the “Other Costs” section of the budget.

Project directors are generally compensated for the time required to oversee all arrangements, recruit and select the participants, and conduct the active portion of the project. For example, the following percentages of the base annual academic salary are recommended as appropriate compensation for multiple-week projects: 13.9 percent for a two-week session, 16.6 percent for a three-week session, 19.4 percent for a four-week session, 22.2 percent for a five-week session, and 25 percent for a six-week session. Co-directors would each receive 80 percent of these amounts.

Generally, the honoraria for visiting faculty and other consultants should be no higher than \$500 per person per day or \$2,000 per person per week.

Refreshments, as well as lunch, may be offered to participants attending day-long institute activities, provided that such costs are reasonable and that per diem rates are adjusted accordingly. Please note that the cost of receptions and other social or entertainment activities is not allowable and may not be included in the budget.

For any outsourced work, third-party contractor costs should be included in the budget category “Services.” Attach a complete itemization of these costs to the budget form. If there is more than one contractor, each one must be listed on the budget form and the costs itemized separately.

## **6. Appendices**

Use appendices to provide

- a course outline (that is, a detailed work plan and schedule);
- brief (two-page) résumés for staff with major responsibilities for the project’s implementation;

- job descriptions for any additional staff who will be hired specifically to work on the project;
- letters of commitment from outside participants and cooperating institutions;
- for project directors of previously funded Institutes for Advanced Topics in the Digital Humanities, copies of all participants' evaluations of the most recently offered project; and
- for project directors of previously funded Institutes for Advanced Topics in the Digital Humanities, an explanation of how their experience as directors has shaped the project currently being proposed (unless this explanation is included in the narrative).

### III. Submitting your Application

To be able to submit an application, applicants must have registered with Grants.gov and must have an updated Entity record in the System for Award Management (SAM). More detailed information is immediately below.

**All applications to this program must be submitted via Grants.gov.** NEH strongly recommends that you complete or verify your registration at least two weeks before the application deadline, since it takes time to process your registration.

The Federal Funding Accountability and Transparency Act (FFATA) requires federal agencies to make information about the expenditure of tax funds available to the public. To facilitate this, the applicant organization must maintain current information in its Entity record in the System for Award Management (SAM). You must therefore review and update the information in your organization's Entity record at least annually after the initial registration, and more frequently if required by changes in your organization's information or another award term. In order for your organization to apply for an award via Grants.gov, receive an award, or receive payment on an award, the information in its Entity record must be current. You can update your organization's Entity record [here](#). You may need a new SAM User Account to register or update your organization's Entity record. NEH strongly recommends that applicant organizations update (or, if necessary, create) their SAM Entity records at least four weeks before the application deadline.

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

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

## Deadlines for submitting optional draft proposals and applications

Program staff recommends that prospective applicants submit draft proposals, which are optional, at least six weeks before the deadline. Time constraints may prevent staff from reviewing draft proposals submitted after that date.

**Applications must be received by Grants.gov by March 14, 2017.** Grants.gov will date- and time-stamp your application after it is fully uploaded. **Applications submitted after that date will not be accepted.**

The application submitted to Grants.gov must contain all the required elements, including résumés of advising scholars and letters of commitment. No material missing from the Grants.gov submission may be submitted in hard copy after the deadline.

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

### Review and selection process

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

Prior to making an award, NEH will conduct a risk assessment of successful applicants, consistent with Uniform Guidance [§200.205](#) (see three paragraphs below the next heading for more information about the Uniform Guidance provided by the Office of Management and Budget). This assessment guards against the risk that federal financial assistance might be wasted, used fraudulently, or abused. Based on its risk assessment, NEH will include in the award documents specific conditions designed to mitigate the effects of the risk.

### Information for all applicants and for successful applicants

Applicants will be notified of the decision by e-mail in August 2017. Institutional grants administrators and project directors of successful applications will receive award documents by e-mail in September 2017. Award documents will identify the relevant terms, conditions, and administrative requirements that pertain to successful applications. The [Grant Management](#) section of the NEH website outlines all the responsibilities of award recipients, including anti-lobbying restrictions, in great detail. Applicants may obtain the evaluations of their applications by sending an e-mail message to [odh@neh.gov](mailto:odh@neh.gov).

A white paper will be required. This white paper should document the project, including lessons learned, so that others can benefit. This white paper will be posted on the NEH website.

In September 2015 NEH adopted without exception a new government-wide regulation for federal awards, referred to as the “Uniform Guidance.” The Uniform Guidance applies to all NEH awards and is aimed at reducing the administrative burden on award recipients and improving accountability of federal financial assistance for tax payers. (See 2 C.F.R. Part 200: [\*UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS\*](#).) NEH will identify in each grantee’s award documents the relevant terms, conditions, and administrative requirements from the Uniform Guidance with which the grantee must comply.

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

## V. Additional Information

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

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

Grants.gov: [www.grants.gov](http://www.grants.gov)

Grants.gov help desk: [support@grants.gov](mailto:support@grants.gov)

Grants.gov customer support tutorials and manuals:

<http://www.grants.gov/web/grants/applicants/applicant-tools-and-tips.html>

Grant.gov support line: 1-800-518-GRANTS (4726)

### Privacy policy

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

## Application completion time

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

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

## APPLICATION CHECKLIST

- **Verify and if necessary update your institution’s Entity record, or create an Entity record for your institution, at the System for Award Management (SAM).** Complete at least four weeks before the deadline.
- **Verify your institution’s registration or register your institution with Grants.gov.** Complete at least two weeks before deadline.
- **Access the application package by downloading it from Grants.gov, or through Grants.gov Workspace.** The [program resource page](#) on NEH’s website has a direct link to the package. (Note that Grants.gov tells you to download the “application instruction” as well as the “application package.” The “application instruction” is this document, so there’s no need to download it.) You can also search Grants.gov for this program. The program resource page also has a direct link to the instructions for completing the package.
- **Complete the following forms contained in the Grants.gov application package.**
  1. Application for Federal Domestic Assistance - Short Organizational
  2. Supplementary Cover Sheet for NEH Grant Programs
  3. Project/Performance Site Location(s) Form
  4. Attachments Form—Using this form, attach the parts of your application as described in the guidelines:
    - ATTACHMENT 1: Table of contents (name the file “contents.pdf”)
    - ATTACHMENT 2: List of project staff and visiting faculty (name the file “staff.pdf”)

- ATTACHMENT 3: One-page summary (name the file “summary.pdf”)
- ATTACHMENT 4: Narrative (name the file “narrative.pdf”)
- ATTACHMENT 5: Budget (name the file “budget.pdf”)
- ATTACHMENT 6: Appendices (name the file “appendices.pdf”)
5. Budget Narrative Attachment Form (also known as the Budget Narrative File)—  
Using this form, attach **only** a copy of your institution’s current federally negotiated indirect-cost rate agreement (or an explanation why you are not attaching such an agreement). (See the Grants.gov instructions for institutional applicants, which are available on the program resource page, for additional information.)

Your attachments must be in Portable Document Format (.pdf). We cannot accept attachments in their original word processing or spreadsheet formats. If you don’t already have software to convert your files into PDFs, many low-cost and free software packages will do so. You can learn more about converting documents into PDFs [here](#).

**Upload your application to Grants.gov.** NEH suggests that you submit your application no later than 5:00 p.m. Eastern Time on the day of the deadline. Doing so will leave you time to contact the Grants.gov help desk for support, should you encounter a technical problem of some kind. The Grants.gov help desk is now available seven days a week, twenty-four hours a day (except on [federal holidays](#)), at 1-800-518-4726. You can also send an e-mail message to [support@grants.gov](mailto:support@grants.gov).

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

## TIMELINE

**Until March 14, 2017:** Contact Office of Digital Humanities program officers (at [odh@neh.gov](mailto:odh@neh.gov)) with questions and for advice (optional)

**January 31, 2017:** Submit draft application by this date (optional)

**February 14, 2017:** Create or verify your institution’s Entity record at the System for Award Management by this date

**February 28, 2017:** Register your institution (or verify its registration) with Grants.gov by this date

**March 14, 2017:** Submit application through Grants.gov by this date

**May 2017:** peer review panel takes place

**July 2017:** meeting of the National Council on the Humanities, followed by funding decisions

**August 2017:** applicants are notified of the funding decisions

**September 2017:** institutional grants administrators and project directors of successful applications receive award documents by e-mail

**October 2017:** successful applicants begin work on their projects