Note: This NOFO is no longer active. It has been archived for records purposes.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

NOTICE OF FUNDING OPPORTUNITY

Office of Digital Humanities

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

Funding Opportunity Number: 20200305-HT

Funding Opportunity Type(s): New

Federal Assistance Listing Number: 45.169

Application Due Date: March 5, 2020

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

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

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:	20200305-HT
Federal Assistance Listing Number (CFDA):	45.169
Application Due Date:	March 5, 2020, 11:59 p.m. Eastern Time
Anticipated Announcement:	August 2020 for projects beginning September 1, 2020
Anticipated Total Annual Available FY 20 Funding:	$850,000
Estimated Number and Type of Awards:	Up to 5 grants
Funding Range:	Up to $250,000
Cost Sharing/Match Required:	No
Period of Performance:	Up to 36 months
Eligible Applicants:	U.S. nonprofit organizations with 501(c)(3) tax-exempt status, accredited institutions of higher education, state and local governmental agencies, and federally recognized Native American tribal governments. See Section C of this Notice of Funding Opportunity for additional information.
Program Resource Page:	https://www.neh.gov/grants/odh/institutes-advanced-topics-in-the-digital-humanities
Pre-Application Webinar:	A pre-recorded technical assistance webinar for prospective applicants will be posted to the program resource page on January 10, 2020.

Table of Contents

A. Program Description

1. Purpose

This notice solicits applications for the Institutes for Advanced Topics in the Digital Humanities program.

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

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

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

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

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

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

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

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

Previous IATDH recipients that seek to offer another iteration of their institute must describe how the previously funded version met its goals and address the feedback provided by the participants in their past institute. They must also include a description of any proposed new activities. They must also provide participant evaluations from their most recently funded IATDH project in Attachment 8: Evaluations and description of updates.

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

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

Applicants may also consider working with the National Library of Medicine at the National Institutes of Health, and the LC Labs at the Library of Congress. All projects that seek to collaborate with one of these institutions must consult with their staff before submitting an application to the IATDH program. Such applications must include a letter of commitment from an appropriate representative of the collaborating agency. If you are interested in working with the National Library of Medicine at the National Institutes of Health, please 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, please contact Abbey Potter, Senior Innovation Specialist in the Digital Strategy Office, at abpo@loc.gov. Please note that the application budget may not include costs to support federal agencies or employees (for example, fees paid to or travel expenses for NIH or Library of Congress staff).

Successful applicants must create a "lessons learned" white paper. This white paper should document the project, so that others can benefit from the recipients' experience. This white paper will be posted on the NEH website. Authors/hosting organizations will be encouraged to broadly disseminate the white paper among their peers.

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

2. Background

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

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

NEH Areas of Interest

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

"A More Perfect Union": NEH Special Initiative Advancing Civic Education and Commemorating the Nation's 250th Anniversary

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

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

Standing Together

In recognition of the importance of the humanities both in helping Americans to understand the experiences of service members and in assisting veterans as they return to civilian life, NEH has launched a special initiative titled [Standing Together: The Humanities and the Experience of War](#). This special initiative draws on the power of the humanities 1) to support advanced research in the humanities that explores war and its aftermath; 2) to promote discussion and deepened understanding of the experiences of those Americans affiliated with the armed services, whether active duty or veterans; and 3) to support returning veterans and their families.

Protecting our Cultural Heritage

In response to the destruction of cultural heritage materials worldwide, NEH encourages applications for projects that study, document, or create digital representations of lost or imperiled cultural heritage materials. Proposed projects should be based on scholarly work and

follow standards and best practices. Projects must demonstrate the capacity to be sustained and must be widely accessible to the public. Learn more about [Protecting our Cultural Heritage](#).

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

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

To learn more about the National Endowment for the Humanities, visit https://www.neh.gov/about.

B. Federal Award Information

1. Type of Application and Award

Type(s) of applications sought: new.

NEH will provide funding in the form of grants.

2. Summary of Funding

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

The actual amount available will not be determined until enactment of the final FY 2020 federal budget. This program notice is subject to the appropriation of funds, and is a contingency action taken to ensure that, should funds become available for this purpose, applications can be processed and funds awarded in a timely manner.

The period of performance is up to 36 months, with a start date of September 1, 2020.

Successful applicants will be awarded outright funds. Outright funds awarded by NEH are not contingent on additional funding from other sources.

C. Eligibility Information

1. Eligible Applicants

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

Foreign and for-profit entities and individuals are not eligible to apply.

2. Cost Sharing

Cost sharing is not required in this program.

Cost sharing or matching is the portion of the project costs not paid by NEH funds. Cost sharing will not be considered in the evaluation of applications.

Voluntary cost sharing consists of the cash contributions made to a project by the applicant, including unrecovered indirect costs, and by third parties as well as third-party in-kind

contributions. Third-party in-kind contributions means the value of non-cash contributions (such as property or services) that benefit the funded project, and are contributed by nonfederal third parties, without charge, to the recipient of the federal award.

Recipients are responsible for maintaining auditable records of cost sharing contributions. See 2 CFR §200.306 for additional information.

3. Other Eligibility Information

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

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

If for any reason an application is submitted more than once prior to the application due date (including submitting to the wrong funding opportunity number or making corrections/updates), NEH will only accept your **last** validated online submission, under the correct funding opportunity number, prior to the Grants.gov application due date as the final and only acceptable application.

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

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

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

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

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

D. Application and Submission Information

1. Application Package

You are required to apply online through Grants.gov Workspace using the Standard Form 424 (SF-424) application package associated with the funding opportunity and following the instructions provided by Grants.gov unless otherwise noted below.

The Institutes for Advanced Topics in the Digital Humanities application package is available in Grants.gov. A link to the application package can be found on the program resource page.

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

2. Content and Form of Application Submission

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

i. Project Narrative

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

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

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

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

Significance (corresponds to Review Criterion 1)

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

Curriculum and work plan (corresponds to Review Criteria 2 and 3)

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

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

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

Describe how participants for the institute will be chosen. Discuss the procedures for ensuring a robust and inclusive applicant pool. If some or all of the applicants will be preselected, describe the application process and justify this approach. Briefly describe the steps you will take to ensure that the institute will be accessible to individuals with disabilities. Explain how the curriculum and duration of the program reflect the subjects taught and the educational needs or levels of the attendees.

Prior IADTH recipients should indicate the number of applications received and number of participants selected for their most recently offered institute. Provide copies of all participants' evaluations of the most recently offered project in [Attachment 8: Evaluations and Description of Updates](#).

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

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

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

Using short paragraphs, identify the principal faculty, visiting lecturers, master teachers, and support staff and describe their roles, responsibilities, and qualifications. Applicants proposing projects with virtual components should describe the team members' experience with designing and delivering online learning. Applicants who directed a previous institute should provide an explanation of how their experience as directors has shaped the project currently being proposed. This explanation may be woven into the narrative description or included in [Attachment 8: Evaluations and description of updates](#).

In [Attachment 6: Résumés](#), you will include brief (two-page) résumés from staff with major responsibilities for the project's design and implementation.

In [Attachment 7: Letters of commitment](#), you will include letters of commitment from institute instructors.

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

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

NARRATIVE GUIDANCE	
To ensure that you fully address the review criteria, this table provides a crosswalk between the narrative language and where each section falls within the review criteria.	

Narrative Section	Review Criteria
Significance	1
Curriculum and work plan	2 and 3
Participants	1 and 4
Institutional profile	5
Staff, faculty and consultants	5
Impact and evaluation	6

ii. Budget

Using the instructions below, complete the budget form (MS Excel format) or a format of your own that includes all the required information. The budget form and a sample budget are available on the program resource page.

All of the items listed, whether supported by NEH funds or cost sharing contributions, 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. See the property and procurement standards set forth in 2 CFR 200 Subpart D. See section D6. Funding Restrictions for a list of unallowable costs. All costs are subject to audit, record retention and other requirements set forth in 2 CFR 200 Subpart F.

When indirect costs are charged to the project, take care to ensure that expenses included in the organization's indirect cost pool are not charged to the project as direct costs. For further information, see the Indirect Costs section below.

If you are requesting federal matching funds, include required cost sharing in your application budget.

1. Salaries and Wages

Staff costs should include the position title, name (if possible), percent of full-time equivalent or total number of hours charged to the project. For support staff, include the title of each position and indicate in brackets the number of persons who will be employed in that capacity. For persons employed on an academic year basis, list separately any salary charge for work done outside the academic year. All salaries and wages claimed must be in compliance with 2 CFR §§200.430 and 466.

2. Fringe Benefits

Fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits include, but are not limited to, the costs of leave (vacation, family-related, sick or military), employee insurance, pensions, and unemployment benefit plans. All fringe benefits claimed must be in compliance with 2 CFR §200.431. List each rate and salary base.

3. Consultant Fees

Include payments for professional and technical consultants and honoraria. All consultant fees claimed must be in compliance with 2 CFR §200.459.

4. Travel Costs

List travel costs for local and long-distance travel. For local travel, outline the mileage rate, number of miles, reason for travel and staff member/consumers completing the travel. The budget should also reflect the total travel expenses (for example, airfare, lodging, parking, per diem, etc.) for each person and trip associated with participating in meetings and other proposed trainings or workshops. Name the traveler(s) if possible, describe the purpose of the travel, and provide the number of trips involved, the destinations, and the number of individuals for whom funds are requested. Calculate per diem amounts for meals and lodging using written institutional policy. The lowest available commercial fares for coach or equivalent accommodations must be used. All travel costs claimed must be in compliance with 2 CFR §200.474, and foreign travel must comply with article 10 of the General Terms and Conditions for Awards to Organizations.

Include funds for the project director(s) to attend a two-day meeting at NEH's offices in Washington, D.C. in March or April of 2021.

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. **All trips— both foreign and domestic—must be listed individually.**

If applicable, include participant travel costs under budget item 7. Other Costs.

5. Supplies and Materials

Include supplies and materials to be used in the project costing the lesser of the capitalization level established by the applicant or $5,000, regardless of the length of its useful life. See 2 CFR §§200.314 and 453.

6. Subawards

The costs of project activities to be undertaken by a third-party subrecipient should be included in this category as a single line item charge. A complete itemization of the cost comprising the charge should be provided in the budget justification. If there is more than one subrecipient, each must be listed separately in the budget and justified in the budget justification. See 2 CFR §§200.330 and 331 for additional information.

7. Other Costs

If applicable, include participant stipends and room and board, equipment rental or purchases, duplication, printing, long distance telephone calls, and other items not previously listed under other budget categories or in the indirect cost pool. Note that "miscellaneous" and "contingency" are not acceptable budget categories.

List equipment costs and provide a justification for the need to purchase the equipment to carry out the program's goals.

Permanent equipment may be purchased for a project if an analysis demonstrates that purchasing is more economical and practical than leasing. Permanent equipment is defined as nonexpendable personal property costing $5,000 or more and having a useful life of more than one year. (See 2 CFR §§200.313 Equipment and 439 Equipment and other capital expenditures.)

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

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

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

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

If a budget includes compensation for the use of equipment or facilities owned by an applicant and allocable to the project, the applicant must charge depreciation in compliance with 2 CFR §200.436. If the equipment was purchased with federal funds under another award, user fees may be appropriate (see 2 CFR §200.313 (c)(2)). The applicant may not charge both depreciation and user fees.

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

Digitization of collections and graduate programs in the digital humanities are not allowable costs in this program.

8. Total Direct Costs per year
Total the sum of items 1-7.

9 a.- c. Indirect Costs (Facilities and Administration or "F&A")
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. Items that would typically be regarded as indirect costs include the depreciation on buildings, equipment and capital improvement, operations and maintenance expenses, salaries of executive officers, accounting and legal services.

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

For applicants seeking reimbursement for indirect costs: carefully review your institution's negotiated indirect cost rate(s) to make sure you are using the most appropriate rate in your application budget. Many institutions negotiate multiple rates—for example, "Research," "Instruction," and "Other Sponsored Activities." With rare exceptions, your institution's

"Research" rate will <u>not</u> be the appropriate rate for inclusion in your NEH project budget, as the use of this rate is reserved for projects involving scientific research, not scholarly inquiry of the type most often supported by NEH.

If your institution has a current federally negotiated indirect cost rate, indicate on the budget form the appropriate rate, the base, the name of the agency with which you negotiated, and the date of that agreement.

Note: Except as provided in paragraph (c)(1) of 2 CFR §200.414 Indirect (F&A) costs, federal agencies must use the negotiated rates in effect at the time of the initial award throughout the life of the federal award. Award levels may not be adjusted in future years as a result of changes in negotiated rates. Except as provided in 2 CFR §200.414 Indirect (F&A) costs, 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.

Organizations that wish to include indirect (F&A) charges in the budget but have **never** had a federally negotiated indirect cost rate may choose one of the following options:

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

Per 2 CFR §200.68, modified total direct costs are all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first $25,000 of each subaward (regardless of the period of performance of the subawards under the award). Modified total direct costs excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of $25,000. If you choose one of these three options, indicate on the budget form which option you are choosing.

Per 2 CFR §200.75, participant support costs means direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with conferences, or training projects.

10. Total Project Costs
The sum of items 8 and 9.

11. Project Funding
11a Requested from NEH: Indicate the amount of outright and/or federal matching funds that is requested from NEH.

11b Cost sharing: Indicate the amount of cash contributions that will be made by the applicant and cash and in-kind contributions made by third parties to support project expenses that appear in the budget. Cash gifts that will be raised to release federal matching funds should be

included under "Third-party contributions." When a project will generate income that will be used during the period of performance to support expenses listed in the budget, indicate the amount of income that will be expended on budgeted project activities. Indicate funding received from other federal agencies.

12. Total Project Funding

The sum of 11.a. and 11.b.

iii. Budget justification

Provide a budget justification that explains the amounts requested for each cost category of the budget (such as salaries, fringes, consultant fees, travel, supplies, subawards, other costs, including participants support costs). The budget justification should specifically describe how each item will support the achievement of proposed objectives. Be very careful to justify each item in the "Other Costs" category. For subsequent budget years, the justification should highlight the changes from year 1 or clearly indicate that there are no substantive budget changes during the period of performance. Do not use the budget justification to expand the project narrative.

iv. Application Components

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

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

Application component	Naming convention	Page limits	Notes
SF-424 Application for Federal Assistance – Short Organizational	Not applicable (Grants.gov form)		Required
NEH Supplemental Cover Sheet	Not applicable (Grants.gov form)		Required
Project/Performance Site Location(s) Form	Not applicable (Grants.gov form)		Required
Attachments Form	Not applicable (Grants.gov form)		Required
Attachment 1: List of personnel	personnel.pdf		Required
Attachment 2: Narrative	narrative.pdf	10	Required
Attachment 3: Budget	budget.pdf		Required
Attachment 4: Budget justification	justification.pdf		Required
Attachment 5: Work plan and course outline	workplan.pdf		Required
Attachment 6: Résumés	resumes.pdf		Required
Attachment 7: Letters of commitment	letters.pdf		Required
Attachment 8: Evaluations and description of updates	evaluations.pdf		Required

Attachment 9: Federally negotiated indirect cost rate agreement	agreement.pdf		Conditionally required
Attachment 10: Certificate regarding lobbying	certification.pdf		Conditionally required
Attachment 11: Explanation of delinquent federal debt	delinquentdebt.pdf		Conditionally required

SF-424 Application for Federal Assistance – Short Organizational

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

5. Applicant Information

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

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

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

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

6. Project Information

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

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

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

7. Project Director

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

8. Primary Contact/Grants Administrator

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

As a matter of NEH policy, the Project Director listed in section 7 may **not** be the same individual listed as the Primary Contact/Grants Administrator listed in section 8. The role of the project director must be distinguished from that of the institutional grant administrator, who functions as the representative of the recipient organization with authority to act on the organization's behalf in matters related to the administration of the award. All financial reports and prior approval requests such as budget revisions, extensions of the period of performance, and changes in key personnel must be signed or countersigned by the institutional grant administrator. Similarly, official correspondence from NEH to a recipient (for example, an offer letter, the award document, an extension, a supplement or amendment) is addressed to the institutional grant administrator and copied to the project director.

9. Authorized Representative

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

Supplementary Cover Sheet for NEH Grant Programs

Provide the following information:

1. Project Director

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

2. Institutional Information

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

3. Project Funding

Enter your project funding information. Learn more about different funding types.

4. Application Information

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

For Type of Application, check "new."

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

Project/Performance Site Location(s) Form

Provide the primary location and any other locations where the project activity will occur **during the period of performance**. This form allows for the collection of multiple performance sites. If you need to add more project/performance site locations than the form allows, enter the information in a separate file and add it to the "Additional Locations" section.

Instructions for each requested data element may be viewed by positioning your cursor over the blank field.

Attachments Form

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

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

Visit [Grants.gov's Adobe Software Compatibility page](#) to verify the compatibility of your current software or to download the appropriate version. Even if you choose to complete the online webforms in Workspace, you will need to convert the files that you will attach (to the Attachments Form) into PDFs. If you have a problem installing Adobe Reader, it may be because you do not have permission to install a new program on your computer. Many organizations have rules about installing new programs. If you encounter a problem, contact your system administrator.

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

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

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

v. Attachments

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

Attachment 1: List of project personnel (required)

List all project staff and visiting faculty and their institutional affiliations, if any. Clearly identify the project director and any co-directors. The project director is responsible for the programmatic aspects and day-to-day management of the proposed project. Project participants refer to members of the project team, such as institute faculty, carrying out programmatic activities. The names on this list should match the names mentioned in the [Staff, faculty, and consultants](#) section of the project's narrative description. The list is used to ensure that prospective reviewers have no conflict of interest with the proposals that they will evaluate. Name the file personnel.pdf.

Attachment 2: Narrative (required)

Refer to the prior instructions on preparing your narrative. Name the file narrative.pdf.

Attachment 3: Budget (required)

Refer to the prior instructions on preparing your budget. Name the file budget.pdf.

Attachment 4: Budget justification (required)

Refer to the prior instructions on preparing your budget justification. Name the file justification.pdf.

Attachment 5: Work plan and course outline (required)

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

Name the file workplan.pdf.

Attachment 6: Résumés (required)

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

Attachment 7: Letters of commitment (required)

Include letters of commitment from institute instructors and cooperating institutions. Note that the project director does not need to provide a letter of commitment. Name the file letters.pdf.

Attachment 8: Evaluations and description of updates (conditionally required)

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

Attachment 9: Federally negotiated indirect cost rate agreement (conditionally required)

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

Attachment 10: Certification Regarding Lobbying (conditionally required)

Applicants requesting awards greater than $100,000 must complete and submit the Certification Regarding Lobbying. If nonfederal funds have been or will be used for lobbying, also complete and submit Standard Form-LLL, Disclosure of Lobbying Activities. See 2 CFR §200.450 Lobbying for additional information.

These forms are available on the program resource page. Submit the signed and completed document(s) as a PDF. Name the file certification.pdf.

Attachment 11: Explanation of delinquent federal debt (conditionally required

If you are delinquent in the repayment of any federal debt, provide explanatory information on a separate page or pages. Also provide evidence that you have entered into a repayment agreement with the Internal Revenue Service, and that you are current on all payments due. Examples of relevant debt include student loans, delinquent payroll or other taxes, audit disallowances, and benefit overpayments. See OMB Circular A-129.

Name the file delinquentdebt.pdf.

3. Unique Entity Identifier and System for Award Management

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

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

1.   Dun and Bradstreet (https://fedgov.dnb.com/webform)
2.   System for Award Management (SAM) (https://www.sam.gov/SAM/)
3.   Grants.gov (https://www.grants.gov/web/grants/applicants/organization-registration.html)

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

If you have not already done so, SAM.gov will require entities to create a Login.gov user account. Applicants renewing or updating their registrations are strongly advised to know the e-mail address associated with their current SAM.gov user account. Using the same e-mail address allows SAM.gov to automatically migrate your roles. If a different e-mail address is provided, your roles will need to be reassigned. This could cause delays in renewing or updating your SAM.gov registration. As of February 2, 2019, you will be required to review and agree to the Financial Assistance Representations and Certifications when registering or renewing in SAM.gov. These are a common set of certifications and representations required by federal statutes or regulations in accordance with Title 2 of the Code of Federal Regulations. You can review your organization's SAM registration here.

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

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

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

4. Submission Dates and Times

Program officers will review draft proposals submitted by January 29, 2020. NEH cannot guarantee that staff will respond to drafts submitted after this deadline. Although this optional preliminary review is not part of the formal review process and has no bearing on the final outcome of the proposal, previous applicants have found it helpful in strengthening their applications. If you choose to submit a draft proposal, send it as an attachment to odh@neh.gov.

The due date for applications under this announcement is March 5, 2020 at 11:59 p.m. Eastern Time.

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

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

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

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

5. Intergovernmental Review

This funding opportunity is not subject to intergovernmental review under Executive Order 12373.

6. Funding Restrictions

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

- digitization of collections
- graduate programs in the digital humanities
- programs that are not regional (multistate) or national in scope
- promotion of a particular political, religious, or ideological point of view
- advocacy of a particular program of social or political action
- support of specific public policies or legislation
- lobbying
- projects that fall outside of the humanities (including the creation or performance of art; creative writing, autobiographies, memoirs, and creative nonfiction; and empirically based social science research or policy studies)

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.

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

E. Application Review Information

1. Review Criteria

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

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

Criterion 2: the quality of the conception, definition, organization, and description of the program and the applicant's clarity of expression; (corresponds with the narrative section "[Curriculum and work plan](#)")

Criterion 3: the soundness of the program's methodology and work plan, as well as the appropriateness of the digital technology being studied at the institute; (corresponds with the narrative section "[Curriculum and work plan](#)")

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

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

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

2. Review and Selection Process

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

NEH staff comments on matters of fact or on significant issues that otherwise would be missing from peer reviews, then makes recommendations to the National Council on the Humanities. The National Council meets at least twice annually to advise the NEH Chairman. The Chairman

considers the advice provided by the review process and, by law, makes all funding decisions. [Learn more about NEH's review process.](#)

3. Assessment of Risk and Other Pre-Award Activities

NEH may elect not to fund applicants with management or financial instability that affects their ability to implement the terms and conditions of the award ([2 CFR §200.205](#)).

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

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

4. Anticipated Announcement and Award Dates

Applicants will be notified of funding decisions by e-mail in August 2020. For successful applicants, this notification is not an authorization to begin performance or incur related costs. Applicants may request evaluations of their applications by emailing odh@neh.gov.

F. Federal Award Administration Information

1. Federal Award Notices

Institutional grant administrators and project directors of successful applications will receive award documents from the NEH Office of Grant Management by e-mail in August 2020.

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 Award.

Debarment, Suspension, Ineligibility, and Voluntary Exclusion Certification

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

1) The prospective recipient certifies, by submission of this application, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
2) Failure to make required disclosures can result in any of the remedies described in [2 CFR §200.338](#), including suspension or debarment. (See also 2 CFR parts [180](#) and [3369](#)).
3) Where the prospective recipient is unable to attest to the statements in this certification, an explanation must be included in [Attachment 11: Explanation of delinquent federal debt](#).

Providing access to NEH-funded products

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

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

Copyright information

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

Acknowledging NEH support

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

Principles of Civility

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

Eliminate Waste, Fraud, and Abuse

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

3. Reporting

Recipients must comply with the following reporting and review activities:

1.) **Federal Financial Report(s)**. Recipients must submit the Federal Financial Reports (SF-425) on an **annual** basis. It must be completed online in eGMS Reach. Further information will be provided in the Notice of Action.

2.) **Performance Progress Report(s)**. Recipients must submit a performance progress report to NEH on an **annual** basis. It must be completed online in eGMS Reach. Further information will be provided in the Notice of Action.

3.) **Final Reports**. Recipients must submit a final financial report and a final performance report within 90 calendar days after the period of performance ends. The final performance report collects information relevant to program specific goals and progress on strategies; impact of the overall project; the degree to which the recipient achieved

the mission, goal and strategies outlined in the approved application; recipient objectives and accomplishments; barriers encountered; and responses to summary questions regarding the recipient's overall experiences during the entire period of performance. The final reports must be submitted online in eGMS Reach. Further information will be provided in the Notice of Action.

4.) **Tangible Personal Property Report**. If applicable, recipients must submit the Tangible Personal Property Report (SF-428) and any related forms within 90 calendar days after the period of performance ends. Recipients are required to report all equipment with an acquisition cost of $5,000 or more per unit purchased with NEH funds. Tangible personal property reports must be submitted online through eGMS Reach. Further information will be included in the Notice of Action.

5.) **White paper**. Recipients must submit a "lessons learned" white paper. This white paper should document the project, so that others can benefit from the recipients' experience. This white paper will be posted on the NEH website. Authors/hosting organizations will be encouraged to broadly disseminate the white paper among their peers.

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

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

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

Grants.gov Applicant Support
Telephone: 1-800-518-4726
International Calls: 606-545-5035
Email: support@grants.gov
[Grants.gov Support](#)
[Self-Service Knowledge Base](#)

Always obtain a case number when calling for support.

H. Other Information

Privacy policy

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

Application completion time

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

You may send any comments regarding the estimated completion time or any other aspect of this application, including suggestions for reducing the completion time, to the Chief Funding Opportunity Officer at grantmanagement@neh.gov. According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB number. The OMB Control Number for this notice of funding opportunity is 3136-0134, expiration date June 30, 2021.