



NATIONAL ENDOWMENT FOR THE HUMANITIES

**NOTICE OF FUNDING OPPORTUNITY**

Funding Opportunity Title:  
**Infrastructure and Capacity Building Challenge Grants:  
Digital Infrastructure**

Funding Opportunity Number: 20210518-CHA

Funding Opportunity Type: New

Federal Assistance Listing Number: 45.130

**Application Due Date:**  
**May 18, 2021**  
**September 28, 2021**

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

Office of Challenge Programs  
Telephone: 202 606-8309  
Email: [challenge@neh.gov](mailto:challenge@neh.gov)  
Federal Relay: 800-877-8399

OMB Control Number 3136-0134, expiration date June 30, 2021

## Executive Summary

The National Endowment for the Humanities (NEH) Office of Challenge Programs is accepting applications for the Infrastructure and Capacity Building Challenge Grants: Digital Infrastructure. This Notice of Funding Opportunity is for digital infrastructure projects in the humanities that support the maintenance, modernization, and sustainability of existing digital scholarly projects and platforms and benefit users in the long-term.

Funding Opportunity Title:	Infrastructure and Capacity Building Challenge Grants: Digital Infrastructure
Funding Opportunity Number:	20210518-CHA
Federal Assistance Listing Number (CFDA):	45.130
Application Due Dates:	May 18, 2021, 11:59 p.m. Eastern Time September 28, 2021, 11:59 p.m. Eastern Time
Anticipated Announcements:	December 2021 and April 2022
Anticipated Total Annual Available FY22 Funding:	Approximately \$6,500,000 per deadline (Capital Projects and Digital Infrastructure combined)
Estimated Number and Type of Awards:	Approximately 12-15 grants per deadline (Capital Projects and Digital Infrastructure combined)
Funding Range:	Up to \$750,000
Match Required:	Yes. See <a href="#">C2 Matching Requirements</a> .
Period of Performance:	Up to five years.  The period of performance may begin as early as March 1, 2022 and no later than June 1, 2022 (for proposals submitted on or before the May 18, 2021 deadline).  The period of performance may begin as early as July 1, 2022 and as late as October 1, 2022 (for proposals submitted on or before the September 28, 2021 deadline).
Eligible Applicants:	Eligible applicants include U.S. nonprofit organizations with 501(c)(3) tax-exempt status, accredited public and 501(c)(3) institutions of higher education, state and local governmental agencies, and federally recognized Native American tribal governments.  See <a href="#">C Eligibility Information</a> .
Program Resource Page:	<a href="https://www.neh.gov/grants/preservation/infrastructure-and-capacity-building-challenge-grants">https://www.neh.gov/grants/preservation/infrastructure-and-capacity-building-challenge-grants</a>
Pre-Application Webinar:	March 19, 2021 at 2:00 p.m. Eastern Time <a href="#">Join the webinar</a> .

# Table of Contents

<b>A. Program Description.....</b>	<b>1</b>
1. Purpose .....	1
2. Background.....	2
<b>B. Federal Award Information .....</b>	<b>2</b>
1. Type of Application and Award.....	2
2. Summary of Funding.....	2
<b>C. Eligibility Information .....</b>	<b>3</b>
1. Eligible Applicants.....	3
2. Matching Requirements .....	4
3. Other Eligibility Information.....	6
<b>D. Application and Submission Information .....</b>	<b>7</b>
1. Application Package .....	7
2. Content and Form of Application Submission.....	7
3. Unique Entity Identifier and System for Award Management .....	25
4. Submission Dates and Times.....	26
5. Intergovernmental Review.....	27
6. Funding Restrictions .....	27
<b>E. Application Review Information .....</b>	<b>28</b>
1. Review Criteria.....	28
2. Review and Selection Process .....	29
3. Assessment of Risk and Other Pre-Award Activities .....	29
4. Anticipated Announcement and Award Dates.....	29
<b>F. Federal Award Administration.....</b>	<b>30</b>
1. Federal Award Notices .....	30
2. Administrative and National Policy Requirements.....	30
3. Reporting.....	31
<b>G. Agency Contacts.....</b>	<b>31</b>
<b>H. Other Information.....</b>	<b>32</b>

# A. Program Description

## 1. Purpose

This notice solicits applications for the Infrastructure and Capacity Building Challenge Grants: Digital Infrastructure program. This program supports digital infrastructure projects that support the maintenance, modernization, and sustainability of **existing** digital scholarly projects and platforms and benefit users in the long-term.

These grants are intended to strengthen mature digital projects and platforms that have been developed and in use for several years. Not every digital scholarly project or platform rises to the level of infrastructure. Many digital tools, databases, or collections are designed for temporary use, while others fail to find a long-term audience. By contrast, a digital project is considered “infrastructure” if it is widely used by a community over the long term. Such projects support many users across multiple institutions and communities over a sustained period of time and should have dedicated software and hardware funding and full-time staff in place to ensure that they can thrive.

Activities and costs supported under this notice may include, but are not limited to: integrating digital resources for improved long-term preservation and access; extending the functionality of existing digital platforms to improve sustainability; creating mechanisms for ensuring the long-term functioning of digital resources; developing and modernizing digital architecture; improving data management; acquiring and/or upgrading software and hardware systems and equipment; updating and enhancing existing content; improving the user experience; training and outreach activities; and developing business practices related to project sustainability and associated personnel costs.

Proposed projects must enhance or support the humanities over the long term and build on careful strategic planning to strengthen and enrich an institution’s humanities activities and user base.

In accordance with [Executive Order 13779](#) on Historically Black Colleges and Universities (HBCUs), [Executive Order 13592](#) on Tribal Colleges and Universities (TCUs), and [Executive Order 13555](#) on Educational Excellence for Hispanics, NEH especially welcomes Challenge Grant applications from HBCUs, TCUs, and Hispanic-serving institutions of higher education (HSIs), as well as from two-year community colleges. These institutions are eligible for special matching requirements; see [B. Federal Award Information](#) and [C. Eligibility Information](#).

Potential applicants are encouraged to contact program staff to discuss their projects. See [G. Agency Contacts](#).

Fundraising costs for the project are limited to 10 percent of total project costs (federal funds plus non-federal certified gifts) during the period of performance.

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

## Funding categories

The Infrastructure and Capacity Building Challenge Grants program funds two distinct types of projects, each with its own Notice of Funding Opportunity: Digital Infrastructure (covered in this Notice of Funding Opportunity) and Capital Projects (covered in a separate Notice of Funding Opportunity available on the [program resource page](#)).

## 2. Background

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

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

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

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

### NEH Areas of Interest

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

#### **“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.

## B. Federal Award Information

### 1. Type of Application and Award

NEH seeks new proposals in response to this notice.

NEH will provide funding in the form of grants.

### 2. Summary of Funding

Approximately \$6,500,000 is expected to be available to fund up to 12-15 recipients across both deadlines (Digital Infrastructure and Capital Projects combined). You may apply for a ceiling amount of up to \$750,000. The requested grant amount should be appropriate to the

humanities needs and the fundraising capacity of the institution. See [C2. Matching Requirements](#) for information on matching ratios.

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

Applicants may request a period of performance of up to five years. Proposals submitted for the May 18, 2021 deadline have a period of performance start date no earlier than March 1, 2022, and no later than June 1, 2022. Proposals submitted for the September 28, 2021 deadline have a period of performance start date no earlier than July 1, 2022, and no later than October 1, 2022. All projects must begin on the first day of a month.

Successful applicants will be awarded federal matching funds. Recipients must certify that they have raised eligible contributions from non-federal third parties before matching funds are released (see [Administration of NEH Challenge Infrastructure and Capacity Building Grants](#)). The full amount of federal matching funds may not be available for release in the first year of a multi-year period of performance. Federal matching funds are typically distributed on an annual basis over the life of the award.

Funding beyond the first year is dependent on the availability of appropriated funds for Infrastructure and Capacity Building Challenge Grants in subsequent fiscal years, satisfactory recipient performance (including the recipient's ability to raise matching funds), and a decision that continued funding is in the best interest of the Federal Government.

## **C. Eligibility Information**

### **1. Eligible Applicants**

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

Applicants must work wholly or in part in the humanities: they must support research, education, preservation, or public programming in the humanities.

In addition to the general eligibility criteria described above, institutions claiming a 1:1 match ratio must be one of the following types of organizations:

- public or 501(c)(3) nonprofit community colleges and post-secondary two-year institutions of higher education;
- public or nonprofit 501(c)(3) U.S. historically black colleges or universities, as defined by Executive Order 13532. Eligible institutions are those included in the Department of Education's list of HBCUs (click on "[Accredited HBCU listing](#)," available at the link);
- public or nonprofit 501(c)(3) Hispanic-serving institutions of higher education:
  - To determine whether your institution is eligible, begin by consulting the most recent version of the Eligibility Matrix on the [U.S. Department of Education website](#). The Eligibility Matrix is a read-only Excel worksheet that lists data for postsecondary institutions. First, locate your institution's name in column A ("Institution Name"). Next, scroll across to look at column AS ("HSI"). If the row for your institution in that column has a number 5 or 6, you are affiliated with a Hispanic-Serving Institution. Institutions must apply annually to the U.S.

Department of Education for Title III and Title V eligibility designations. Institutional designations therefore can change from year to year.

- Another way to establish the institution’s eligibility is by visiting the [Department of Education’s Office of Postsecondary Education Institutional Service](#) website. Click on “Application for Designation as an Eligible Institution.” Then click on “Check Main Campus Eligibility.” Enter the name of your institution or OPE ID number. Select your institution and click on “View Eligibility.”
- If you are unable to verify your institution’s current status as a Hispanic-Serving Institution by consulting with your university administration or by consulting the most recent Eligibility Matrix, you may establish your institution’s status with a letter dated 2020 or 2021 or other document from the U.S. Department of Education, certifying Title III and Title V eligibility. Attach a PDF of this as [Attachment 12](#). In addition to submitting documentation of Title III and Title V eligibility, your institution must also meet the U.S. Department of Education’s [definition of a Hispanic-Serving Institution](#). You may determine your institution’s eligibility by consulting enrollment data for your institution at this link: <https://nces.ed.gov/collegenavigator/> (search for your institution, then click on “Enrollment”). Or,
- U.S. tribal college or university recognized by the Department of Education and listed at <http://www.aihec.org/who-we-serve/TCUmap.cfm>.

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

## 2. Matching Requirements

In order to receive federal matching funds, recipients must raise and certify eligible matching gifts from non-federal third-party sources. (see [Administration of NEH Infrastructure and Capacity Building Challenge Grants](#)).

Eligible applicants (other than HBCUs, TCUs, HSI, and two-year community colleges) must meet the following matching ratios:

- Requests for grants of \$500,000 or less must be matched at \$3 in non-federal gifts for every \$1 in federal funds (3:1).
- Requests for grants exceeding \$500,000 and up to \$750,000 must be matched at \$4 in non-federal gifts for every \$1 in federal funds (4:1).

### Sample matching requirements for applicants meeting general eligibility

Match Ratio (Non-federal: federal)	Requested NEH Challenge Grant funds	Gifts to be raised by grant recipient (from third-party non-federal donors)	Total project cost
3:1	\$500,000	\$1,500,000	\$2,000,000
4:1	\$750,000	\$3,000,000	\$3,750,000

Eligible HBCUs, TCUs, HSI, and two-year community colleges must match \$1 in non-federal gifts for every \$1 in federal funds, regardless of the awarded amount.



## Sample matching requirements for HBCUs, TCU's, HSI's and two-year community colleges

Match Ratio (Non-federal: federal)	Requested NEH Challenge Grant funds	Gifts to be raised by recipient (from third-party non-federal donors)	Total project cost
1:1	\$550,000	\$550,000	\$1,100,000

### Fundraising period

Recipients may raise gifts – non-federal third-party pledges or donations - **no earlier than** five months prior to the application deadline through the period of performance end date (no earlier than December 19, 2020 for proposals submitted for the May 18, 2021 deadline and no earlier than April 29, 2021 for proposals submitted for the September 28, 2021 deadline).

### Allowability of gifts

Gifts may not derive from the recipient institution itself. Recipients may not supplant, shift, or reallocate internal funds for matching purposes. This includes, for example, income from subscriptions and/or fees. This restriction also applies to superordinate multi-campus college and university systems. To count toward the matching requirement, all gifts must be donated or pledged, and all pledges paid, during the approved fundraising period.

The majority of gifts allowable for matching must be *restricted*—that is, donations made explicitly in response to or in anticipation of the Challenge Grant. Donors of *restricted* gifts must be aware that their gifts will be used to fulfill the match of the Challenge Grant and that their gifts will be used to support the purposes outlined in the approved Challenge Grant application.

*Unrestricted* gifts—that is, gifts donated without limitations on their use—may be allowable, but the donor must have made the gift within the fundraising period. **The total of unrestricted gifts that may be certified cannot exceed the amount of the federal portion of the Challenge Grant.**

Certain types of gifts, such as real estate, earned income, planned giving, and in-kind gifts, are subject to special limitations. Discounts on contracted goods and services, as well as contributions from federal sources, are not allowable for matching.

Recipients must use Challenge Grant funds, both federal and non-federal, to support the purposes outlined in the approved Challenge Grant budget.

Additional information on allowable gifts is available in [Administration of NEH Challenge Infrastructure and Capacity Building Grants](#).

### Release of Challenge Grants federal matching funds

The federal portion of Challenge Grants is typically offered in annual installments. During a five-year period of performance, funds are typically released when completely matched according to the required ratio (1:1, 3:1, or 4:1) and amount. Variations on the samples below are possible, and your proposed schedule should align with your proposed workplan and period of performance. NEH reserves the right to modify match and release schedules.



**Sample schedule for applicants meeting general eligibility requirements for a Challenge Grant offer of \$300,000, with a 3:1 match ratio**

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
<b>NEH funds (federal) offered</b>	\$25,000	\$100,000	\$100,000	\$75,000	n/a	\$300,000
<b>Non-federal gifts to be raised</b>	\$75,000	\$300,000	\$300,000	\$225,000	n/a	\$900,000
<b>Total Challenge funds (federal + non-federal)</b>	\$100,000	\$400,000	\$400,000	\$300,000	n/a	\$1,200,000

**Sample schedule for HBCUs, TCUs, HSIs, and two-year community colleges for a Challenge Grant offer of \$300,000, with a 1:1 matching ratio**

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
<b>NEH funds (federal) offered</b>	\$25,000	\$100,000	\$100,000	\$75,000	n/a	\$300,000
<b>Non-federal gifts to be raised</b>	\$25,000	\$100,000	\$100,000	\$75,000	n/a	\$300,000
<b>Total Challenge funds (federal + non-federal)</b>	\$50,000	\$200,000	\$200,000	\$150,000	n/a	\$600,000

Recipients are encouraged to certify gifts in advance of the required matching schedule during the period of performance. Depending on available program funds, advance certification may result in the early release of federal funds. See [Attachment 9: Certification of gifts raised to date](#).

Recipients are responsible for maintaining auditable records of the sources and use of required matching gifts. See [2 CFR §200.306](#) for additional information.

### 3. Other Eligibility Information

You may apply for only one Infrastructure and Capacity Building Challenge Grant deadline per calendar year. Previous recipients of Challenge Grants--including Infrastructure and Capacity Building Challenge Grants (CHA), Challenge Grants (CH), Cooperative Agreements and Special Projects (ZZ), and Special Initiatives (CZ)--are eligible to apply for a subsequent Challenge Grant beginning in the third year after the submission of the final financial report for its most recent NEH Challenge Grant. For example, if a prior Challenge Grant recipient submitted their final financial report in 2018, they would not be eligible to apply for a subsequent Challenge Grant until 2021. Recipients of Next Generation Challenge Grants (ZB and ZA), Humanities Access Grants (ZH), and Creating Humanities Communities grants (ZR) are exempt from this requirement.

Proposals involving collaboration among multiple institutions for a proposed project are eligible, but one institution must serve as the applicant of record that will be legally, programmatically, and fiscally responsible for the award. Institution-specific foundations, for example those that support colleges and universities, may not make donations to their own institution's Challenge Grant; they may, however, serve as the applicant on behalf of their institution (see [Administration of NEH Infrastructure and Capacity Building Challenge Grants](#)).

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.

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 §200.1](#) and [2 CFR §200.331\(a\)](#). This limitation does not preclude American institutions from obtaining the services of foreign individuals and consultants to carry out various programmatic activities on a fee-for-service basis, as specified in [2 CFR §200.459](#); it also does not preclude vendor contracts such as in-country transportation services. If you are interested in submitting an application for a project involving international collaboration, please consult beforehand with the program staff.

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

## **D. Application and Submission Information**

### **1. Application Package**

You 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.

There are four application packages available in Grants.gov. Select the appropriate package based upon your project type and deadline.

CAP52021 - Capital Projects (May 18, 2021 deadline)

DIG52021 - Digital Infrastructure (May 18, 2021 deadline)

CAP92021 - Capital Projects (September 28, 2021 deadline)

DIG92021 - Digital Infrastructure (September 28, 2021 deadline)

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

### **2. Content and Form of Application Submission**

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

## **i. Project Narrative**

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

You must limit the narrative to eight single-spaced pages with one-inch margins and a font size no smaller than twelve point.

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

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

### **Humanities significance and audience (about 2 pages; corresponds to [review criterion 1](#))**

Briefly describe the institution, its governance, and its existing digital infrastructure platform, repository, or enterprise. Make a case for why they are important for the humanities at a local, national, and/or international level. You may refer to the institutional profile in [Attachment 3](#) and provide a list of examples and links to online offerings to illustrate humanities collections and activities in [Attachment 12](#). Describe the current and intended users to be served (e.g., scholars, students, the public) including their estimated number. Explain how improvements to the digital infrastructure will benefit these constituents—directly and indirectly, currently and in the long-term. Describe how the project could attract new users.

### **Long-term impact and institutional commitment (about 1 page; corresponds to [review criterion 2](#))**

Describe how the proposed project will impact the institution's existing digital infrastructure platform, repository, or enterprise. Explain how it aligns with institutional strategic plans, and whether it is part of a larger initiative. Describe how the digital infrastructure project will directly and indirectly help achieve the institution's long-term goals for its work in the humanities. Provide letters of support and commitment from appropriate institutional officials, program partners, constituents, and/or outside experts in the field in [Attachment 5](#).

### **Digital infrastructure project activities and planning (about 1 page; corresponds to [review criterion 3](#))**

Describe the project activities to be supported by the Challenge Grant (in alignment with the work plan in [Attachment 2](#)). Explain the history of the project's development and any pre-planning to date.

Describe the architecture of the existing digital project or platform, including software and hardware. Explain how it is currently maintained and by whom. Describe your current access model for your users (e.g., is it free to use? Is there a subscription model?). If your project creates or stores data, summarize your long-term data management strategy and provide more detail in [Attachment 6: Data management plan](#). Identify the guidelines or standards you will adhere to with respect to accessibility and universal design for the digital environment, as well as the accessibility features.

Identify any risks and note how they might adversely affect the project and overall schedule. Describe your strategies to mitigate these risks, so as to keep the project on budget and on schedule.

**Financial capacity and fundraising plans (about 1 page; corresponds with [review criterion 4](#))**

Offer evidence of the institution’s long-term financial stability and its history of fundraising, resources, leadership, and experience that will enable it to conduct a successful campaign for the proposed digital infrastructure project. If the NEH-supported project is a smaller component of a larger program, briefly explain how you intend to finance the entire plan. Describe the fundraising strategy and timeline for the proposed project in alignment with the work plan in [Attachment 2](#) and the requested period of performance. Describe potential sources of eligible gifts to meet the NEH matching requirement. If applicable, include specific information on funds raised to date and plans for soliciting the remainder.

**Project and fundraising personnel (1 to 2 pages; corresponds to [review criterion 5](#))**

Identify the project team, collaborators, partners, and specialists involved in digital infrastructure project activities and their roles. Describe how the institution has or will obtain the appropriate knowledge, resources, and capabilities to successfully complete the project (e.g., prior experience, project management capabilities). List the staff and/or consultants responsible for fundraising and financial management of the project.

**Deliverables, outcomes, and sustainability (about 1 page; corresponds to [review criterion 6](#))**

Describe the deliverables and outcomes of the digital infrastructure project listed in [Attachment 8](#). Explain how the institution, through its mission, personnel, governance, facilities, and resources, will sustain them beyond the grant period.

<b>NARRATIVE GUIDANCE</b>	
To ensure that you fully address the review criteria, this table provides a crosswalk between the narrative language and where each section falls within the review criteria.	
<b><u>Narrative Section</u></b>	<b><u>Review Criteria</u></b>
<a href="#">Humanities significance and audience</a>	1. <a href="#">Humanities significance and audience</a>
<a href="#">Long-term impact and institutional commitment</a>	2. <a href="#">Long-term impact and institutional commitment</a>
<a href="#">Digital infrastructure activities and planning</a>	3. <a href="#">Project plans</a>
<a href="#">Financial capacity and fundraising plans</a>	4. <a href="#">Fundraising plans</a>
<a href="#">Project and fundraising personnel</a>	5. <a href="#">Project and fundraising teams</a>
<a href="#">Deliverables, Outcomes, and sustainability</a>	6. <a href="#">Project outcomes and their sustainability</a>

**ii. Research and Related Budget**

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

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

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

**Your requested grant amount and the non-federal gifts required to meet the match must be included on the Research and Related budget form.** The total requested NEH funds and required gifts should be equal to the amounts indicated on the [Supplementary Cover Sheet for NEH Grant Programs](#) in the “Federal Matching” and “Cost Share” fields.

Up to 10 percent of total project costs (federal funds plus non-federal certified gifts) may be used for fundraising costs incurred during the period of performance.

All of the items listed, whether supported by NEH funds or required matching 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. All costs are subject to audit, record retention and other requirements set forth in [2 CFR 200 Subpart F](#).

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

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

### **Introductory Fields**

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

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

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

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

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

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

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

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

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

## **B. Other Personnel**

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

### **Post-doctoral associates, graduate students, and undergraduate students**

For all post-doctoral associates, graduate students, and undergraduate students, individually list names, roles, associated months, and requested salary and fringe benefits in [L. Budget Justification](#).

If applicable, include charges for tuition remission and other forms of compensation paid to students as, or in lieu of, salaries and wages. Such costs are subject to the reporting requirements in [2 CFR §200.430](#), and must be treated as direct or indirect costs in accordance with the actual work being performed. Tuition remission may be charged on an average rate basis.

### **Secretarial/Clerical**

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

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

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

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



## Other Project Roles

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

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

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

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

## C. Equipment Description

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

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

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

You may add up to ten equipment items to this list. If you request funds for more equipment than the form allows, you must include an attachment listing the additional equipment items in this "Additional Equipment" field. Enter the information in a separate file and attach it as a PDF named `additionalequipment.pdf`. List each additional item and the funds requested for each individual item. If you have attached a file with additional equipment, enter the total funds requested for all the equipment listed in the attachment.

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

## D. Travel

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

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



compliance with [2 CFR §200.475](#), and foreign travel must comply with article 10 of the [General Terms and Conditions for Awards to Organizations](#). NEH will use the [US General Services Administration's published per diem rates](#) to assess the reasonableness of proposed travel and subsistence costs.

NEH funds may not be used to support attendance at regularly-occurring professional meetings unless the purpose of attending is to disseminate project-related findings.

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

## **E. Participant/Trainee Support Costs**

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

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

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

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

### **1. Tuition/Fees/Health Insurance**

Leave this field blank.

### **2. Stipends**

List the total funds requested for participant stipends.

### **3. Travel**

List the total funds requested for participants. In [L. Budget Justification](#), name the travelers (if possible) and reflect the travel expenses for each (e.g., roundtrip airfare, mileage or public transportation, related parking, etc.). **Any arrangements made on a non-refundable basis are at the risk of the recipient or participant if the services must be cancelled for any reason.**

### **4. Subsistence**

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

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

### **5. Other**

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

## **Number of Participants/Trainees**

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

## **F. Other Direct Costs**

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

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

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

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

### **2. Publication Costs**

List the total funds requested for publication costs. The proposal budget may request funds for the costs of documenting, preparing, publishing, or otherwise making available to others, the findings and products of the work conducted under the award. Include supporting information in [L. Budget Justification](#).

### **3. Consultant Services**

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

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

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

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

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

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

List the total funds requested for project activities to be undertaken by third-party subrecipients. This includes subawards and other contractual costs proposed for the project. A complete itemization of the cost comprising the charge should be provided in [L. Budget Justification](#), organized using the same categories present on the Research and Related budget. If there is more than one subrecipient, each must be justified separately in the budget justification. See [2 CFR §§200.331](#) and [.332](#) for additional information.

Per [2 CFR §§200.1](#) and [.331\(a\)](#), *subaward* means an award provided by a pass-through entity (the recipient) to a subrecipient for the subrecipient to carry out part of a federal award received by the pass-through entity. It does not include payments to a contractor (as defined in [2 CFR §200.1](#)) or payments to an individual that is a beneficiary of a federal program. A

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

This line item should include both direct and indirect costs for all subrecipients. If a subrecipient is claiming indirect costs, include their federally negotiated indirect cost rate agreement as part of [Attachment 10: Federally negotiated indirect cost rate agreement](#).

Contractual costs, as defined in [2 CFR §§200.1](#) and [.331\(b\)](#), are occasionally sufficiently high to warrant a categorical breakdown of costs. When this is the case, provide detailed information as part of [L. Budget Justification](#).

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

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

Applicants may charge depreciation in compliance with [2 CFR §200.436](#). If the equipment was purchased with federal funds under another award, user fees may be appropriate (see [2 CFR §200.313\(c\)\(2\)](#)). The applicant may not charge both depreciation and user fees. Per [2 CFR §200.432](#), allowable conference costs may include rental of facilities.

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

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

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

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

## **7. Alterations and Renovations**

Do not include any expenses under 7. Alterations and Renovations. Per [2 CFR §200.462](#), costs incurred for ordinary and normal rearrangement and alteration of facilities are allowable as indirect costs.

## **8-10. Other**

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

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

## **G. Total Direct Costs**

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

## **H. Indirect Costs**

Indirect costs (sometimes referred to as Facilities and Administration or “F&A”) are costs that are incurred for common or joint objectives and therefore cannot be readily identified with a specific project or activity of an organization. Items that would typically be regarded as indirect costs include the depreciation on buildings, equipment and capital improvement, operations and maintenance expenses, salaries of executive officers, accounting and legal services.

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

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

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

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

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

Per [2 CFR §200.1](#), MTDC are all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC 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 options, indicate this under Indirect Cost Type.

If applicable, include a copy of your federally negotiated indirect cost rate agreement as [Attachment 10: Federally negotiated indirect cost rate agreement](#).

### **Indirect Cost Type**

Enter the type of indirect cost (e.g., Other Sponsored Activities (OSA), All Programs, Instruction, 10% de minimis, etc.) and base (e.g., Salaries, Salaries & Fringe, MTDC, etc.) and whether the activity and rate are off-site or onsite. If more than one rate or base is involved for a given type of indirect cost, then list them as separate entries. If you do not have a current indirect rate(s) approved by a federal agency but intend to (re)negotiate, indicate "None--will negotiate." Use [L. Budget Justification](#) if additional space is needed.

### **Indirect Cost Rate (%)**

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

### **Indirect Cost Base (\$)**

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

### **Funds Requested (\$)**

Enter the funds requested for each indirect cost type.

### **Total Indirect Costs**

This total will be automatically calculated from the "Funds Requested" column in H. Indirect Costs.

### **Cognizant Federal Agency**

Enter the name of the cognizant federal agency.

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

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

## J. Fee

Do not include any expenses on this line.

## K. Total Costs and Fee

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

## L. Budget Justification

The "Budget Justification" attachment is required. Attach only one PDF file named justification.pdf.

The budget justification should include two components:

1. An estimate of the NEH funds requested, non-federal gifts to be raised, and total project costs for each year of the period of performance.

### Sample annual aggregate Challenge Grant, non-federal gifts, and total:

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
NEH funds requested:	\$25,000	\$100,000	\$100,000	75,000	n/a	\$300,000
Non-federal gifts:	\$75,000	\$300,000	\$300,000	\$225,000	n/a	\$900,000
Total	\$100,000	\$400,000	\$400,000	\$300,000	n/a	\$1,200,000

2. The additional information requested in each budget category identified above and any other information the applicant wishes to submit to support the budget request. The budget justification should specifically describe how each item will support the achievement of proposed objectives. If you have a quote(s), you may include it here. The following budget categories must be justified, where applicable: equipment, travel, participant/trainee support, and other direct cost categories.

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

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

## iii. Application Components

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

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

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

<b>Application component</b>	<b>Naming convention</b>	<b>Page limits</b>	<b>Notes</b>
<a href="#">SF-424 Application for Federal Assistance - Short Organizational</a>	Grants.gov form		Required
<a href="#">Supplementary Cover Sheet for NEH Grant Programs</a>	Grants.gov form		Required
<a href="#">Project/Performance Site Location(s) Form</a>	Grants.gov form		Required
<a href="#">Research &amp; Related Budget</a>	Grants.gov form		Required
<a href="#">Certification Regarding Lobbying</a>	Grants.gov form		Conditionally required
<a href="#">Standard Form-LLL, Disclosure of Lobbying Activities</a>	Grants.gov form		Conditionally required
<a href="#">Attachments Form</a>	Grants.gov form		Required
<a href="#">Attachment 1: Narrative</a>	narrative.pdf	8	Required
<a href="#">Attachment 2: Work plan</a>	workplan.pdf	3	Required
<a href="#">Attachment 3: Institutional profile</a>	profile.pdf	2	Required
<a href="#">Attachment 4: Résumés for key personnel</a>	resumes.pdf	2-page limit per résumé	Required
<a href="#">Attachment 5: Letters of commitment or support</a>	letters.pdf		Required
<a href="#">Attachment 6: Data management plan</a>	datamanagement.pdf	2	Required
<a href="#">Attachment 7: Sustainability plan</a>	sustainability.pdf	3	Required
<a href="#">Attachment 8: Project outcomes and deliverables</a>	Outcomes.pdf	1	Required
<a href="#">Attachment 9: Certification of gifts raised to date</a>	giftcertification.pdf		Conditionally required
<a href="#">Attachment 10: Federally negotiated indirect cost rate agreement</a>	agreement.pdf		Conditionally required
<a href="#">Attachment 11: Explanation of delinquent federal debt</a>	delinquentdebt.pdf		Conditionally required
<a href="#">Attachment 12: Additional supporting documentation</a>	documentation.pdf	10	Optional

## **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). Successful applications will typically have titles that are descriptive of the project, substantive, and free of specialized language. Most importantly, your title should be easily understood by the general public. NEH reserves the right to retitle funded projects for clarity when announcing its funding decisions and in its own reports and communications, but recipients are permitted to use their preferred title for any award products.

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

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

## **7. Project Director**

Provide the name, title, mailing address, email address, and telephone and fax numbers for the project director. The project director is responsible for the programmatic aspects and day-to-day management of the proposed project. Because the project director’s involvement in the proposed project is critical to its success, applicants must notify 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 item 7 may **not** be the same individual listed as the Primary Contact/Grants Administrator listed in item 8. The role of the project director must be distinguished from that of the institutional grants administrator, who functions as the representative of the recipient organization with authority to act on the organization’s behalf in matters related to the administration of the award. All financial reports and prior approval requests such as budget revisions, extensions of the period of performance, and changes in key personnel must be signed or countersigned by the institutional grants administrator. Similarly, official correspondence from NEH to a recipient (for example, an offer letter, the award document, an extension, a supplement, or amendment) is addressed to the institutional grants administrator and copied to the project director.

## **9. Authorized Representative**

Provide the contact information for the Authorized Organization Representative (AOR) who is submitting the application on behalf of the institution. This person, often called an "Authorizing Official," is typically the president, vice president, executive director, provost, or chancellor. To become an AOR, the person must be designated by the institution's E-Business Point of Contact. 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. If the project director is an administrator or fundraiser, you may select "Other: Public Administration" or "Other: Business."

### **2. Institutional Information**

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

### **3. Project Funding**

Enter the requested amount of federal funds as "Federal Match" and your non-federal third-party gifts as "Cost Sharing."

### **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.

## **Research and Related Budget**

Refer to the prior instructions on preparing your budget using the [Research and Related Budget form](#).

## **Certification Regarding Lobbying**

Applicants requesting awards greater than \$100,000 must complete and submit the Certification Regarding Lobbying.

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

If non-federal 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](#) for additional information.

## **Attachments Form**

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

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.

## **iv. Attachments**

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

### **Attachment 1: Narrative (required)**

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

The narrative must not exceed eight pages. Name the file narrative.pdf.

### **Attachment 2: Work plan (required)**

Attach a work plan that includes a schedule of major fundraising and project milestones as described in the [narrative](#), including any steps that may have been accomplished to date. The work plan must reflect both the timeline for fundraising and project activities, including the anticipated start and finish dates and the number of months for the critical milestones (as applicable) within the project period. Ensure that dates and milestones in your work plan match both your period of performance and fundraising schedule.

The work plan must not exceed 3 pages. Name the file workplan.pdf.

### **Attachment 3: Institutional profile (required)**

Provide the institution's URL and the following information in an outline:

1. Relevant facts and statistics about the institution or organization, including its
  - a. history
  - b. mission
  - c. governance and administration
  - d. physical facilities (including whether structures are owned or leased by the applicant institution)
  - e. humanities staff size and composition (including the percentage of all staff who are in the humanities)
  - f. humanities collections (including the percentage of all collections that are in the humanities)
  - g. accreditation or affiliation (if applicable)
2. Data on recent humanities activities, including
  - a. types and numbers of enrollments, programs, exhibitions, courses, and degrees awarded in the past two years
  - b. percentage of total offerings that are in the humanities
  - c. size and nature of audience or population served
  - d. cost to participants (if any)
  - e. evidence for the success of these humanities activities

For applications involving multiple institutional partners, only the applicant of record must provide an institutional fact summary.

Provide a URL for the institution's latest annual report.

The institutional profile must not exceed two pages. Name the file profile.pdf.

### **Attachment 4: Résumés for key personnel (required)**

Include résumés (no longer than two pages each) for the project director and persons with major responsibilities for the project's implementation. This should include persons listed on the [Research and Related Budget](#), as well as consultants to the project. Include job or position descriptions for any staff who will be hired specifically to work on the project.

Name the file resumes.pdf.

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

Include letters of commitment or support from appropriate institutional officials, confirming the institution's commitment to the humanities activities and to meeting the requirements of the Challenge Grant. If your proposed project involves collaboration among multiple organizations, provide documentation such as memorandum of agreement or letters of commitment that describe the partnership, roles, and responsibilities.

Other letters of support, such as from partners, scholars in the field, staff involved in carrying out the humanities activities, and participants in or beneficiaries of the humanities activities, should be included as appropriate. Letters of commitment must be signed and dated. Letters from the applicant's Congressional Representatives or Senators and members of the National Council on the Humanities should not be included.

Name the file letters.pdf.

### **Attachment 6: Data management plan (required)**

Prepare a data management plan (DMP) for your project. The members of your team should consult this document during and beyond the period of performance. The plan should identify what data your project will generate and/or collect. Describe how your team will manage and disseminate data, including outlining the rights and obligations of all parties with respect to their roles and responsibilities in the management and retention of research data and how changes to project staffing will impact this. Explain any costs stemming from data management in the budget justification.

You should address the following topics in the DMP:

- the types of data that your project might generate and eventually share with others. Review the conditions under which information will be shared, including, if relevant, a discussion of policies about public access and provisions to ensure protection of privacy, confidentiality, security, intellectual property, and other rights or requirements
- how data and metadata will be managed and maintained and by whom, including a discussion of physical and cyber resources and facilities that will be used to effectively preserve and store research data (these can include third-party facilities and repositories)
- how data will be shared and managed with partners, institutional affiliates, and other major stakeholders
- factors that might impinge on the ability to manage data; for example, legal and ethical restrictions on access to non-aggregated data
- the lowest level of aggregated data that project directors might share with others in the scholarly or scientific community, given that community's norms on data
- the mechanism(s) for sharing data and/or making it accessible to others, including addressing how timely access to data will be assured
- other types of documentation that should be maintained and shared regarding data; for example, the way it was generated, analytical and procedural information, and the metadata

The data management plan must not exceed two pages. Name the file datamanagement.pdf.

### **Attachment 7: Sustainability plan (required)**

Include a sustainability plan for the lifecycle of your project. This plan should discuss the long-term financial needs of the project or platform and show how it will continue to meet its goals after the period of performance. Describe institutional support and future funding streams necessary to allow the project to thrive. The content of the plan will vary, depending on the activities undertaken.

You may wish to consult the NEH-funded reports [Sustaining Digital Resources: A Briefing Paper for Leaders of Projects with Scholarly Content](#) and [The Socio-Technical Sustainability Roadmap](#) for advice on developing your plan.

The sustainability plan must not exceed three pages. Name the file sustainability.pdf.

### **Attachment 8: Project outcomes and deliverables**

List expected outcomes and deliverables that will result from the proposed project. You can refer to [Attachment 12](#) for their illustration, as needed. List only those outcomes and deliverables that will be funded through the included budget.

Project outcomes and deliverables must not exceed one page. Name the file outcomes.pdf.

**Attachment 9: Certification of gifts raised to date (conditionally required)**

If gifts were pledged or received within the fundraising period (five months prior to the application deadline), you may certify funding using the [Certification of Matching Gifts for NEH Challenge Grants](#) form.

Name the file giftcertification.pdf.

**Attachment 10: Federally negotiated indirect cost rate agreement (conditionally required)**

If the applicant institution is claiming indirect costs and has a current federally negotiated indirect cost rate agreement, submit a copy of the agreement. If a subrecipient is claiming indirect costs and has a current federally negotiated indirect cost rate agreement, submit a copy of the agreement. If you are requesting the de minimis rate, this attachment is not required.

Name the file agreement.pdf.

**Attachment 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 delinquent payroll or other taxes, audit disallowances, and benefit overpayments. See [OMB Circular A-129](#).

Name the file delinquentdebt.pdf.

**Attachment 12: Additional supporting documentation (optional)**

Applicants may include other directly relevant documents to support the application. Such materials may include webpages demonstrating humanities activities; wireframes or schematics of project's information architecture; data models; flow charts illustrating interaction between hardware and software components; screen shots of the existing project; results from any audience or user research; or mockups of proposed modifications to the project. Describe or caption any images or scanned documents to help reviewers understand what is depicted and how it relates to the project. Your application may include links or URLs to relevant documents, webpages, or other materials.

If a Hispanic-Serving Institution of higher education is unable to verify their institution's status as an HSI by consulting the most recent Eligibility Matrix, include a PDF of a 2020 or 2021 letter or other document from the Department of Education, certifying Title III and Title V eligibility.

Merge all relevant materials into a single document that must not exceed 10 pages.

Name the file documentation.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 email address associated with their current SAM.gov user account. Using the same email address allows SAM.gov to automatically migrate your roles. If a different email address is provided, your roles will need to be reassigned. This could cause delays in renewing or updating your SAM.gov registration. As of February 2, 2019, you will be required to review and agree to the Financial Assistance Representations and Certifications when registering or renewing in SAM.gov. These are a common set of certifications and representations required by federal statutes or regulations in accordance with Title 2 of the Code of Federal Regulations. You can review your organization's SAM registration [here](#).

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

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

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

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

Program officers will review draft proposals submitted by April 6, 2021 (for the May 18 2021 deadline) or August 17, 2021 (for the September 28, 2021 deadline). Program staff will not review drafts submitted after this deadline. Although this optional preliminary review is not part of the formal review process and has no bearing on the final outcome of the proposal, previous applicants have found it helpful in strengthening their applications. If you choose to submit a draft proposal, send a narrative, preliminary workplan, and preliminary budget as attachments to [challenge@neh.gov](mailto:challenge@neh.gov).

There will be two application deadlines under this notice:

May 18, 2021, at 11:59 p.m. Eastern Time

September 28, 2021, at 11:59 p.m. Eastern Time



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

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

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

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

## **5. Intergovernmental Review**

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

## **6. Funding Restrictions**

Awards to support projects beyond the first budget year will be contingent upon Congressional appropriation, satisfactory progress in meeting the project's objectives, and a determination that continued funding would be in the best interest of the Federal Government.

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

- fundraising costs in excess of 10 percent of total project costs (federal funds plus non-federal certified gifts)
- one-time or day-to-day operating expenditures with minimal long-term impact rather than substantive work to maintain, modernize, and sustain existing digital infrastructure
- projects that mainly involve the creation of new digital content
- fellowships, scholarships, or stipends
- attendance at recurring or established conferences or professional meetings unless directly related to project-related education and training activities
- promotion of a particular political, religious, or ideological point of view
- advocacy of a particular program of social or political action
- support of specific public policies or legislation
- lobbying
- projects that fall outside of the humanities and the humanistic social sciences (including the creation or performance of art; creative writing, autobiographies, memoirs, and creative nonfiction; and quantitative social science research or policy studies)

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

See [H. Other Information](#) for a list of related funding opportunities.

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

# **E. Application Review Information**

## **1. Review Criteria**

Peer reviewers will use the following criteria to review applications in the Infrastructure and Capacity Building Challenge Grants: Digital Infrastructure program:

### **1. Humanities significance and audience**

- In what ways are the institution's current and proposed digital infrastructure platform, repository, or enterprise significant for the advancement of the humanities?
- Who are the identified users, is their number appropriate, and how will they benefit from the outcomes of the digital infrastructure project over the long-term?

### **2. Long-term impact and institutional commitment**

- How well is the proposed project aligned with and integrated into long-range institutional planning?
- How strong is the institution's commitment to the project and its expected outcomes?
- If partners are identified, are they appropriate and committed to the project?

### **3. Project plans**

- Is the plan for the digital infrastructure project advanced and thought through well enough to be realistic and feasible? Are the work plan and budget convincing?
- Are the proposed methodologies and/or technologies appropriate for the project goals?
- Has the project team identified and addressed issues of accessibility and universal design for the digital environment for its intended audience of users?

### **4. Fundraising plans**

- To what extent do the institution's organization, resources, and history of fundraising suggest that it will be able to conduct a successful campaign to meet the NEH matching requirement?
- Is the timeline and plan for fundraising convincing and aligned with the digital infrastructure project?
- Are the prospective sources of funding promising and realistic?

### **5. Project and fundraising teams**

- Does the digital project team possess the appropriate expertise and cover all the necessary aspects of the proposed activities?
- Does the fundraising team possess the appropriate expertise and cover all the necessary aspects of the proposed activities?

### **6. Project outcomes and their sustainability**

- Are the proposed outcomes and deliverables reasonable and aligned with the budget and work plan?
- To what extent will the project, as described, help the applicant achieve its long-term goals for work in the humanities?
- Is there a discussion of risk and plans for mitigating risk?
- How will the institution sustain the project outcomes in the long-term and are these plans appropriate?

## **2. Review and Selection Process**

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

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

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

NEH may elect not to fund applicants with management or financial instability that affects their ability to implement the terms and conditions of the award ([2 CFR §200.206](#)).

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.

NEH is required to review and consider any information about your organization that is in the [Federal Awardee Performance and Integrity Information System \(FAPIIS\)](#). You may review and comment on any information about your organization that a federal awarding agency previously entered. NEH will consider any of your comments, in addition to other information in [FAPIIS](#) in making a judgment about your organization's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed as described in [2 CFR §200.206](#). A determination that an applicant is not qualified will be reported by NEH to FAPIIS ([2 CFR §200.213](#)).

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

Applicants will be notified of funding decisions by email in December 2021 (for proposals submitted for the May 18, 2021 deadline) or April 2022 (for proposals submitted for the September 28, 2021 deadline). 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 [challenge@neh.gov](mailto:challenge@neh.gov).

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

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

Institutional grants administrators and project directors of successful applications will receive offer documents conditional upon certification of matching funds from the NEH Office of Grant Management by email in January 2022 (for proposals submitted for the May 18, 2021 deadline) or May 2022 (for proposals submitted for the September 28, 2021 deadline). If you certified matching funds at the time of application, you will receive award documents from the NEH Office of Grant Management by email in January 2022 or May 2022.

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

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

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

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

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

### **Copyright information**

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

## Acknowledging NEH support

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

## Eliminate waste, fraud, and abuse

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

## 3. Reporting

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

- 1.) **Federal Financial Report(s)**. Recipients must submit the Federal Financial Report (SF-425) on an annual basis.
- 2.) **Performance Progress Report(s)**. Recipients must submit a performance progress report to NEH on an annual basis.
- 3.) **Final Reports**. Recipients must submit a Federal Financial Report (SF-425), a final performance report, and a final certification report within 120 calendar days after the period of performance. The final performance report collects information relevant to program specific goals and progress on strategies; impact of the overall project; the degree to which the recipient achieved the mission, goals, and strategies outlined in the approved application; recipient objectives and accomplishments; barriers encountered; and responses to summary questions regarding the recipient's overall experiences during the entire period of performance.
- 4.) **Tangible Personal Property Report**. If applicable, recipients must submit the Tangible Personal Property Report (SF-428) and any related forms within 120 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.

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

## G. Agency Contacts

If you have questions about the program, contact:

Office of Challenge Programs  
National Endowment for the Humanities  
400 Seventh Street, SW  
Washington, DC 20506  
202 606-8309  
[challenge@neh.gov](mailto:challenge@neh.gov)

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

Office of Grant Management  
National Endowment for the Humanities  
400 Seventh Street, SW  
Washington, DC 20506  
202-606-8494  
[grantmanagement@neh.gov](mailto:grantmanagement@neh.gov)

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

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

Federal Service Desk: [FSD.gov](https://federal.service.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](https://grants.gov), contact [Grants.gov](https://grants.gov) 24 hours a day, 7 days a week, excluding federal holidays at:

[Grants.gov](https://grants.gov) Applicant Support  
Telephone: 1-800-518-4726  
International Calls: 606-545-5035  
Email: [support@grants.gov](mailto:support@grants.gov)  
[Grants.gov](https://grants.gov) Support

Always obtain a case number when calling for support.

## H. Other Information

### Related funding opportunities

NEH offers a variety of funding opportunities for projects that seek to create new digital infrastructure, content, and methods, as opposed to mature digital infrastructure that is the focus of this program.

Applicants seeking to build or digitize collections, create archives, or develop reference resources like dictionaries and encyclopedias should consider the [Humanities Collections and Reference Resources](#) (HCRR) program. Applicants seeking to address major challenges in preserving or providing access to humanities collections and resources should consider the [Research and Development](#) program. [Preservation Assistance Grants for Smaller Institutions](#) help small and mid-sized institutions improve their ability to preserve and care for their humanities collections, which may include digital materials. These three programs are offered by the [Division of Preservation and Access](#).

Applicants seeking primarily to create or enhance experimental, computationally-based methods, techniques, or infrastructure that contribute to the humanities; pursue scholarship that examines the history, criticism, and philosophy of digital culture or technology and its impact on society; or conduct evaluative studies that investigate the practices and the impact of digital scholarship on research, pedagogy, scholarly communication, and public engagement should consider the [Digital Humanities Advancement Grants](#) program in the [Office of Digital Humanities](#).

Applicants seeking support to create websites, mobile applications, games, and virtual environments that significantly contribute to public engagement with the humanities should consider the [Digital Projects for the Public](#) program.

## **Privacy policy**

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

## **Application completion time**

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

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