



NATIONAL ENDOWMENT FOR THE HUMANITIES

**NOTICE OF FUNDING OPPORTUNITY**

**Funding Opportunity Title:  
Institutes for Higher Education Faculty**

Funding Opportunity Number: 20220222-EH

Funding Opportunity Type: New

Federal Assistance Listing Number: 45.163

**Application Deadline: February 22, 2022**

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

Division of Education Programs  
Email: [institutes@neh.gov](mailto:institutes@neh.gov)  
Federal Relay: 800-877-8399

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

## Executive Summary

The National Endowment for the Humanities (NEH) Division of Education Programs is accepting applications for the Institutes for Higher Education Faculty program. NEH Institutes are professional development programs that convene higher education faculty from across the nation in order to deepen and enrich their understanding of significant topics in the humanities and enrich their capacity for effective scholarship and teaching.

Funding Opportunity Title	Institutes for Higher Education Faculty
Funding Opportunity Number	20220222-EH
Federal Assistance Listing Number	45.163
Optional Draft Deadline	January 19, 2022, 11:59 p.m. Eastern Time
Application Deadline	February 22, 2022, 11:59 p.m. Eastern Time
Anticipated Announcement	August 2022
Anticipated FY 22 Funding	Approximately \$1,500,000
Estimated Number and Type of Awards	Approximately 9 grants
Award Amounts	Up to \$235,000
Cost Sharing/Match Required	No
Period of Performance	<ul style="list-style-type: none"> <li>• Level I: October 1, 2022–December 31, 2023 (15 months)</li> <li>• Level II: October 1, 2022–September 30, 2024 (24 months)</li> </ul>
Eligible Applicants	<p>U.S. nonprofit organizations with 501(c)(3) tax-exempt status, public and 501(c)(3) accredited institutions of higher education, state and local governmental agencies, and federally recognized Native American tribal governments</p> <p>See <a href="#">C. Eligibility Information</a> for additional information.</p>
Program Resource Page	<a href="https://www.neh.gov/grants/education/institutes-higher-education-faculty">https://www.neh.gov/grants/education/institutes-higher-education-faculty</a>
Pre-Application Webinar	A pre-recorded webinar will be available on the <a href="#">program resource page</a> December 8, 2021.
Pre-Application Q&A session	January 12, 2022 at 12:00 p.m. Eastern Time <a href="#">Join the Q &amp; A</a>
Published	November 16, 2021

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# A. Program Description

## 1. Purpose

This notice solicits applications for Institutes for Higher Education Faculty that will take place in 2023.

NEH-funded institutes are professional development programs that convene higher education faculty from across the nation to deepen and enrich their understanding of significant topics in the humanities and enrich their capacity for effective scholarship and teaching.

Most fundamentally, institutes:

- allow immersive study of humanities topics
- foster new fields of study and/or revitalize existing areas of inquiry
- strengthen humanities teaching and learning in the classroom
- build lasting communities that foster participants' intellectual and professional collaboration

Institutes should:

- ground the study in significant humanities texts and related resources
- explore multiple, rigorous approaches to the topic
- consider how the topic engages recent developments in the scholarship, teaching, and curricula of participants' professional settings
- provide opportunities for deep and collaborative engagement with the topic
- model excellent scholarship, teaching, and collegial dialogue
- reach the widest possible audience for whom the topic is relevant

## Key Considerations

### Audience

Each institute must be designed for a diverse group of 25-36 higher education faculty participants drawn from across the nation. Participants must meet the eligibility criteria outlined in [C3. Other Eligibility Information](#):

- Applicants may target a more specific audience by, for instance, requiring foreign language proficiency or by including those outside the humanities, but the potential audience should be large enough to yield a complete participant group.
- At least five spaces must be reserved for non-tenured/non-tenure-track faculty members.
- Three spaces may be reserved for advanced graduate students, defined as those who have reached candidacy in a doctoral program or are in the final year of a terminal degree program
- Level II projects may also cultivate an additional audience interested in professional development opportunities beyond the core participant group.

### Funding Levels

Institutes for Higher Education Faculty are awarded at two levels: Level I and Level II.

- **Level I:** Open only to projects that are new or have not been previously funded by NEH. This level supports preparation for and execution of an institute, as well as moderate follow up and outreach.

Level I funding is not intended for revisions of previously-funded projects (NEH Summer Seminars and Institutes or Landmarks of American History and Culture workshops).

Level I awards have a period of performance of fifteen months.

- **Level II:** Required of previously-funded projects and optional for first-time projects. In addition to Level I activities, this level requires a robust program of dissemination activities beyond the participant audience.

Level II awards have a period of performance of nine additional months (24 months total) and up to \$15,000 in additional funding that must be used to support dissemination activities.

Each level includes different program requirements and review criteria. **Applicants should pay careful attention to these differences throughout this notice.**

For more detail, see [B. Federal Award Information](#) and [C. Eligibility Information](#).

### **Topic and Intellectual Focus**

An institute topic must be significant to humanities study and teaching. It may:

- consist of subject matter that supports regularly taught humanities courses
- address emerging or overlooked humanities fields
- include attention to pedagogies and/or methodologies, provided the humanities content remains central
- be interdisciplinary, provided the humanities remain central

### **Format and Program of Study**

Institutes run from one to four weeks and may adopt a variety of schedules and formats to suit the needs of the topic and audience. One week is equivalent to five to six days of structured study.

All programs, regardless of schedule and/or format—residential, virtual, or combined format—should involve guided, well-planned activities that engage all participants in substantive collegial study in the same format simultaneously.

- **Residential:** All participants attend the duration of the program at the host site.
- **Virtual:** All participants attend the duration of the program using an online platform. This can include synchronous and asynchronous sessions.
- **Combined:** All participants attend a portion of the program online and a portion of the program at the host site. Online and residential sessions occur at different times, but participants attend the same sessions simultaneously.

Given the importance of intensive, immersive study to an institute’s purpose, projects should take into account the demands and variety of academic-year calendars. Applicants proposing activities before or after the summer season (the third week of June through the second week of August) should carefully consider the nature and capacity of participants’ commitments.

Applicants must arrange the program length, meeting formats, and meeting dates to:

- encourage high-quality intellectual study
- attract a diverse and engaged group of participants

Institutes may involve:

- experienced scholars who engage participants in diverse approaches to the topic
- focused seminar-style discussion in small groups, designed to provide a deeper or more intimate intellectual environment
- dedicated time for reading, writing, and/or reflection on the topic, which may include mentoring and work on individual or collaborative projects that advance scholarship and/or teaching
- conversations about ways to teach the topic and integrate primary and digital resources into the classroom
- the cultivation of informal relationships and professional teaching and learning communities

For example, a three-week institute could take a variety of forms:

- two weeks of residential study and one week of virtual workshops that focus on scholarly and/or teaching projects; the virtual week could be contiguous or could involve five or six individual days spread out over a longer period
- entirely virtual with all study, discussion, and project work held online
- entirely residential, ranging from daily sessions led by project faculty, to a small team of faculty who work in residence with the group for multiple days

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

## Project Team

The project team should include the following roles:

- **Project director or co-director team (required):** Directors should be established scholars; they are responsible for all intellectual and administrative aspects of the project. They must be present throughout the academic program and cannot assume any other commitments during the duration of the institute.
- **Replacement director(s):** The replacement director(s) must be appropriately qualified and capable of assuming leadership of the project should a director become unable to fulfill their role. The replacement director(s) may be a co-director or project team member, as appropriate, who is already familiar with the project.
- **Project faculty and academic staff:** Individuals, such as library or museum personnel, may bring different perspectives and/or resources to the project. Applicants should carefully consider how the number of project faculty, their expertise and approaches, and the nature of their involvement will generate meaningful engagement with participants.
- **Technological experts:** Such person(s) may be needed to meet the digital demands of the project.

- **Project administrators:** These individuals (which may include co-directors, professional managers, graduate students, or on-site coordinators) would provide planning assistance, administrative support, and/or on-site logistical coordination to ensure that the institute runs effectively for scholars and participants. This role is distinct from that of the institutional grants administrator, described below.
- **Institutional grants administrator (required):** This person is the designated representative of the applicant institution with authority to act on the organization's behalf in matters related to the administration of NEH awards. Responsibilities include accountability both for the appropriate use of funds and the performance of the NEH-supported project or activities as specified in the approved application and in compliance with [2 CFR Part 200](#) and the terms and conditions of the award. The project director(s) may **not** serve as the institutional grants administrator.

## Institutional Resources

Recipients must provide appropriate academic and support facilities according to the virtual and/or residential goals of the project.

Projects with a virtual component should have suitable digital resources, including online meeting spaces, research collections, databases, technical capacity, and content management systems.

Projects with a residential component may take place at a college, university, learned society, center for advanced study, library or other repository, cultural or professional organization, or other appropriate location. The project site should have suitable meeting spaces, research collections, and on-site computing resources. The project site must be located in the United States or its jurisdictions.

Projects with a residential component must arrange participant housing and dining that foster a collegial environment, are reasonably priced, located at or near the primary project site, and ensure equitable participant access and use in alignment with the requirements of [Section 504 of the Rehabilitation Act of 1973](#). Though initial deposits from project funds may be needed to secure such arrangements, participants cover these costs out of their stipends. See [E. Participant/Trainee Support Costs](#) of the Research and Related Budget instructions.

## Participants and Project Dissemination

Recipients must create a project website to recruit prospective participants, explain the application and selection process, provide intellectual and practical resources to the participants, and extend the reach of the project.

Recipients must be prepared to launch a website in November 2022. Engagement with participants must include:

- **Outreach and recruitment:** Recipients conduct a sustained program of outreach across the nation to build a robust pool of participant applicants. In addition to the project website, communication platforms such as listservs, social media, and discussion groups are key to participant outreach. (See [Audience](#) and [Participant Eligibility](#))
- **Selection:** Participants are selected by a committee, which should consist of three or more members, including the project director(s).

- **Preparation:** Communication with the participants before the institute is essential to an effective teaching environment. This involves covering logistical matters, such as transportation, lodging, and technological requirements; providing academic resources for participants, such as posting readings in advance; and preparing participants for the program by setting a collegial tone, providing a mechanism for participants to introduce themselves, and outlining expectations.
- **Follow up:** Continued engagement with participants reinforces and sustains the program's impact. This is to be distinguished from project dissemination, discussed below. Follow up may involve sharing projects and related resources; guiding participants on scholarly, pedagogical, or professional matters; or facilitating ongoing discussion among participants.

### **Project Dissemination (required of Level II projects)**

Project dissemination is a required and essential component of all Level II projects and defines the critical difference between [Level I and Level II funding levels](#). Level I recipients are encouraged, but not required, to conduct a modest program of dissemination.

Project dissemination is meant to bring the most salient parts of a project to an audience beyond the participant group. Its importance is signaled by a period of performance of nine additional months and up to \$15,000 in additional funding. Accordingly, the dissemination plan should be considerably more robust than posting project resources or participant projects on the project website. It should be appropriately designed, staffed, and budgeted, and be capable of attracting, engaging, and assessing audience response.

Level II applicants must:

- define the audience(s) they plan to engage beyond the participant group
- conduct a well-designed program of outreach to the identified audience(s)
- provide intellectually substantive and pedagogically effective activities and/or resources
- demonstrate the potential for a strong and measurable impact on the identified audience(s)

**Activities, resources, and methods of delivery** should be appropriate to the audience(s) and subject matter. Open access and sustainable digital formats are especially encouraged. They may include, but are not limited to:

- social media platforms such as discussion boards, blogs, podcasts, and videocasts
- curated collections of teaching and/or scholarly resources, such as unit modules or syllabi, annotated bibliographies, timelines, or collections of primary sources
- interactive educational exchanges through webinars, workshops, or teaching demonstrations
- conference presentations or publications

**Personnel** should possess relevant subject matter, pedagogical, and technical expertise.

- At least one director of the project must lead the dissemination activities.
- Additional personnel may include selected participants, project faculty, and IT and administrative staff.
- The involvement of current or former participants as consultants is especially encouraged as a means of solidifying and expanding their work during the institute.



**Evaluation:** Level II recipients must submit a white paper that documents their work, including lessons learned and the results of the project outreach and dissemination, so that others can benefit. This white paper will be posted on the NEH website, and project directors will be encouraged to disseminate the white paper among their peers. See [F3. Reporting](#).

See [E1. Review Criteria](#) for review criteria.

## 2. Background

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

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

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

[Learn more about NEH.](#)

### NEH Areas of Interest

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

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

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

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

## Standing Together

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

## Protecting our Cultural Heritage

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

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

## B. Federal Award Information

### 1. Type of Application and Award

NEH seeks new applications in response to this notice.

NEH will provide funding in the form of grants.

### 2. Summary of Funding

You may request up to \$235,000, depending on the funding level and the duration of your proposed institute.

	<b>One week</b>	<b>Two weeks</b>	<b>Three weeks</b>	<b>Four weeks</b>
<b>Level I</b>	\$120,000	\$175,000	\$200,000	\$220,000
<b>Level II</b>	\$135,000	\$190,000	\$215,000	\$235,000

NEH expects to have approximately \$1,500,000 to fund an estimated nine recipients.

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

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

All projects must have a start date of October 1, 2022.

- Level I projects have a period of performance of 15 months, ending on December 31, 2023.

- Level II projects have a period of performance of 24 months, ending on September 30, 2024.

## **C. Eligibility Information**

### **1. Eligible Applicants**

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

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

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

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

See [C3. Other Eligibility Information](#) for participant eligibility.

### **2. Cost Sharing**

Cost sharing is not required in this program.

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

Applicants may use voluntary cost sharing for projects in which the total costs exceed the amount awarded by NEH. Voluntary cost sharing consists of the cash contributions made to a project by the applicant, including unrecovered indirect costs, and by third parties as well as third-party in-kind contributions. Third-party in-kind contributions are non-cash contributions (such as property or services) that benefit the funded project, and are contributed by non-federal third parties, without charge, to the recipient of the federal award.

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

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

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

To be eligible for Level I, a project must be new or not previously funded by NEH. Level I projects are not revisions of previously-funded NEH professional development projects (Summer Seminars and Institutes or Landmarks of American History and Culture workshops). Applicants are encouraged to consult program staff if they wish to discuss whether they should apply for a Level I or Level II award.

As a matter of programmatic policy, NEH will not make awards in the Institutes for Higher Education Faculty program for the same project (that is, a project with essentially the same topic and faculty team, regardless of level) in consecutive years. For example, if a recipient was funded in 2021 (for a 2022 offering), they are not eligible to apply for the same project in 2022

(for a 2023 offering). As a matter of programmatic policy, directors who have postponed an NEH professional development project to 2023 may not apply in 2022 for what would be a second project in 2023. Directors who are unsure about the applicability of this policy should consult with program staff.

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

An applicant whose project has received a prior award from NEH may request support for a new or subsequent stage of that project. Such proposals will be judged by the same criteria as others in the current competition. Previously rejected applications may be revised and resubmitted.

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

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

Proposed institutes that do not include the required number of participants or that take place outside of the U.S. and its jurisdictions will not be reviewed under this notice.

**Applications must be received by the deadline, except for the limited reasons covered by NEH's [late submission policy](#). 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](#).

## **Participant Eligibility**

Institutes are designed for a national audience of full- or part-time faculty who teach undergraduate students. Project directors may admit a limited number of others whose work lies outside undergraduate teaching but who demonstrate that their participation will advance project goals and enhance their own professional work.

At least five spaces must be reserved for non-tenured/non-tenure-track faculty members. Three spaces may be reserved for advanced graduate students. Participants must be United States citizens, residents of U.S. jurisdictions, or foreign nationals who have been residing in the United States or its jurisdictions for at least the three years immediately preceding the application deadline. U.S. citizens teaching abroad at U.S. chartered institutions are also eligible to participate. Foreign nationals teaching abroad are not eligible to participate.

A participant need not have an advanced degree in order to take part in an institute. Individuals may not apply to participate in an institute whose director is a family member, who is affiliated with the same institution, who has served as an academic advisor to the applicant, or who has

led a previous NEH-funded seminar, institute, or Landmarks workshop attended by the applicant.

Participants may not be delinquent in the repayment of federal debt (e.g., taxes, student loans, child support payments, and delinquent payroll taxes for household or other employees). Individuals may not apply to participate in an institute if they have been debarred or suspended by any federal department or agency. The OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement) contained in 2 CFR Parts [180](#) and [3369](#) apply to this award. The recipient must comply, and must require subrecipients to comply, with Subpart C of these regulations.

## D. Application and Submission Information

### 1. Application Package

This funding opportunity is available in Grants.gov under number 20220222-EH. You can also find a link to the funding opportunity on the [program resource page](#).

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

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

Contact [institutes@neh.gov](mailto:institutes@neh.gov) to request a paper copy of this notice.

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

### 2. Content and Form of Application Submission

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

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

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

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

- Paper size no larger than standard letter paper size (8 1/2" x 11")
- At least one-inch margins on all sides for all pages
- A font size no smaller than 12-point
- Single-spacing
- Recommended fonts: Arial, Georgia, Helvetica, or Times New Roman

- Any standard citation style is acceptable; the choice of citation format must remain consistent throughout the attachment. Citations are included in page counts.

Grants.gov form/Attachment	Naming convention	Page limits	Notes
<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(s) Location Form</a>	Grants.gov form		Required
<a href="#">Research and Related Budget</a>	Grants.gov form		Required
<a href="#">Attachments Form</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="#">Attachment 1: Narrative</a>	narrative.pdf	15 or 17	Required
<a href="#">Attachment 2: Academic schedule</a>	schedule.pdf		Required
<a href="#">Attachment 3: Work plan</a>	workplan.pdf		Required
<a href="#">Attachment 4: Résumés for key personnel</a>	resumes.pdf	2 per résumé (suggested)	Required
<a href="#">Attachment 5: Letters of commitment and support</a>	letters.pdf		Required
<a href="#">Attachment 6: Evaluations</a>	evaluations.pdf		Conditionally required
<a href="#">Attachment 7: Federally negotiated indirect cost rate agreement</a>	agreement.pdf		Conditionally required
<a href="#">Attachment 8: Explanation of delinquent federal debt</a>	delinquentdebt.pdf		Conditionally required

## Narrative

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

**Level I applicants must limit their narrative to 15 single-spaced pages. Level II applicants must limit their narrative to 17 single-spaced pages. All applicants should use one-inch margins and a font size no smaller than 12 point.**

### a) Nature of the request

In one paragraph, state the core elements of the request:

- Indicate if the proposal is for a Level I or a Level II project.



- Note the program’s duration (one, two, three, or four weeks), the proportion of time dedicated to residential and/or virtual formats, and the dates of the proposed program.
- Indicate the number of participants the program will accommodate. (Institutes must host 25-36 participants.)
- Identify any specific participant audience(s) sought, such as those with foreign language proficiency or those in fields outside the humanities.
- Indicate if this project is being offered for the first time or how many times it has been offered previously.

**b) Intellectual rationale (corresponds with [review criterion 1](#))**

Introduce the subject to be studied and explain its intellectual significance. Outline the questions, themes, and approaches to the topic (to be detailed below in the program of study) and explain how they support relevant scholarship and teaching.

**c) Level II project development (corresponds with [review criterion 4](#))**

**Only Level II applicants who have directed this specific project before must respond to this prompt.** Do not discuss experience directing other projects. All other applicants should omit this section.

Briefly explain how your experience directing this project has shaped the current proposal. Indicate how many applications the project has received for up to the three most recent offerings. Address salient feedback from participants, and describe appropriate revisions that demonstrate steps taken to enhance the project. These may include changes to the scope, faculty, scholarship, schedule, housing, or other matters. Project dissemination should be addressed in [h\) Project Dissemination](#).

**d) Format and program of study (corresponds with [review criteria 1, 2, and 3](#))**

Describe the structure of the institute and show how exploration of its subject matter will unfold.

- Describe the academic sessions and the core readings that will support them.
- Explain how the director(s) and/or project faculty will employ the readings and academic sessions to illuminate a variety of approaches to the subject and respect diverse viewpoints on it.
- Explain how the director(s) and/or project faculty will cultivate a collegial environment and encourage the active intellectual engagement of participants.
- Describe opportunities for project faculty and participants to integrate the material under study into regular classroom teaching.
- Explain how the program’s length and use of residential and/or virtual format(s) will maximize the project’s intellectual goals.
- For projects with a virtual dimension, identify the platforms to be used and explain why they were chosen.

Note: Projects with virtual meetings spread out over multiple days should clearly account for five to six days of structured study as the equivalent of one week; activities may include group meetings as well as individual reading and/or project work.

Provide additional information in [Attachment 2: Academic schedule](#) and [Attachment 3: Work plan](#).

**e) Project team (corresponds with [review criteria 1, 2, and 3](#))**

- Describe the qualifications of the project director(s) as they pertain to the topic and programmatic administration of the project and explain their approach to working with the project faculty, staff, and participants. If you propose co-directors, explain how the team will share responsibilities.
- Identify a qualified replacement director(s), who is/are capable of assuming leadership of the project should one or both directors become unable to fulfill their role. If the replacement director is a co-director, state clearly that each co-director is prepared and qualified to assume full intellectual and administrative leadership of the project as a single director, if necessary.
- Identify additional project faculty and academic staff on the project team, noting their expertise, roles, and time commitments to the project. Explain how they will bring varied perspectives to the project and engage with participants in a meaningful way. Where two or more project faculty and/or academic staff members are present at any given time, explain their shared role and how it will enhance the participants' experience.
- Identify key administrative and technological experts, noting their expertise, roles, and time commitments to the project.

**f) Institutional resources (corresponds with [review criteria 2 and 3](#))**

Explain how the resources of the host institution will serve the proposed project.

- Describe academic and other support facilities such as meeting spaces and research collections.
- Describe computing and audio-visual resources and explain how they support the project's digital requirements.
- For projects with a residential component, describe accommodations for housing and dining that are reasonably priced, located at or near the primary meeting location, and ensure equitable participant access and use. Explain how they can foster a collegial academic environment.

**g) Participants and project dissemination (corresponds with [review criteria 2 and 3](#))**

- Describe your intended audience and explain how you will engage specific communities to recruit a robust pool of applicants from across the nation.
- Identify the non-director members of the selection committee and explain why they are suited to this role.
- Describe how you will provide appropriate resources for and communicate with participants before and during the institute.
- Describe your plans for follow up with participants. (Level I applicants are encouraged to describe a modest program of project dissemination to an audience beyond the participants. If such dissemination is planned, discuss it here.)

**h) Level II project dissemination (corresponds with [review criteria 1, 2, 3, and 4](#))**

**This prompt applies only to Level II applicants.** All other applicants should omit this section. If applicable, Level I applicants may describe a modest program of dissemination under [g.\) Participants and project dissemination](#).

Describe (and appropriately budget for) a full program of project dissemination to an audience beyond the participant group.



- Define the nature and type of audience(s) to be addressed and outline a clear plan of outreach.
- Describe how the institute’s intellectual content and pedagogical approach(es) will be modified to meet the needs of your identified audience(s), and the formats you will use to engage it/them. Explain how these choices will be appropriate and effective.
- Identify the people who will conduct the dissemination phase and explain their roles. For any individuals not yet identifiable by name, such as potential participants, identify their roles and how many of them you intend to employ, and explain how they will be selected.
- Describe the intended impact of the dissemination project and how it will be assessed.

<b>Narrative Guidance</b>	
To ensure that you fully address the review criteria, this table provides a crosswalk between the narrative sections and the review criteria.	
<b><u>Narrative Section</u></b>	<b><u>Review Criteria</u></b>
<a href="#">a) Nature of the request</a>	Not applicable
<a href="#">b) Intellectual rationale</a>	<a href="#">1</a>
<a href="#">c) Level II project development</a> (previously-funded projects only)	<a href="#">4</a>
<a href="#">d) Format and program of study</a>	<a href="#">1, 2, 3</a>
<a href="#">e) Project team</a>	<a href="#">1, 2, 3</a>
<a href="#">f) Institutional resources</a>	<a href="#">2, 3</a>
<a href="#">g) Participants and project dissemination</a>	<a href="#">2, 3</a>
<a href="#">h) Level II project dissemination</a> (Level II only)	<a href="#">1, 2, 3, 4</a>

## Research and Related Budget

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

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

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

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

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

## Introductory Fields

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

### A. Senior/Key Person

Only key project personnel **employed by the applicant institution** should be included in sections A and B. of the Research and Related Budget form. Project team members who are playing a leadership role should be included in A. Senior/Key Person while additional project team members should be included in [B. Other Personnel](#). Depending on their role on the project, costs for other project team members who are not employed by the applicant institution may be included on the budget under [F3. Consultant Services](#) or [F5. Subawards/Consortium/Contractual Costs](#).

If the designated replacement director is an employee of the applicant institution, include compensation for the preparation that assuming a director or co-director role would entail; this should be separate from other project compensation. Generally, compensation for the designated replacement director does not exceed \$1,500. Co-project directors are exempt from receiving this additional compensation.

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

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

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

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

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

## **B. Other Personnel**

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

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

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

This program does not allow tuition remission.

### **Secretarial/Clerical**

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

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

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

### **Additional Other Personnel**

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

Include compensation for other project faculty employed by the applicant institution. Payment to project faculty should be based on their role on and time commitment to the project. Payment for each full day's contribution to the project generally does not exceed \$750 per day. (Note: a full day's contribution must not duplicate the work of others.) In general, no scholar's total compensation should exceed that of the director(s).

Compensation for project faculty and academic staff spending a brief period with participants as well as project personnel providing technical support should be budgeted proportionally and in compliance with [2 CFR §§200.430 and 431](#) (or [459](#), if applicable) and the institution's written procedures.

Budget up to a \$250 honorarium for each member of the participant selection committee, other than the project director(s), employed by the applicant institution.

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

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

## C. Equipment Description

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

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

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

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

Total equipment costs will be automatically calculated.

## D. Travel

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

Include travel and accommodation expenses likely to be incurred by the project director(s) for:

- attendance at a two-day project directors’ meeting held in Washington, DC, in October 2022 (if this meeting does not occur, NEH may allow you to rebudget these funds for other allowable activities)
- travel to and from (and accommodation at) the institute site if it is not the director’s home institution

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.

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

Travel costs must comply with [2 CFR §200.475](#) and foreign travel must comply with article 10 of the [General Terms and Conditions for Awards to Organizations](#). NEH will use the General

Services Administration's [published per diem rates](#) to assess if proposed travel costs are reasonable.

Travel costs for faculty and consultants not employed by the applicant institution should be included in [E3. Consultant Services](#).

Participants are expected to make their own travel arrangements using their stipends. See [Participant/Trainee Support Costs](#).

Total travel costs will be automatically calculated.

## E. Participant/Trainee Support Costs

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

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

NEH expects recipients to make provision for suitable and accessible housing for participants at reasonable rates. Reservations for housing, travel, and services arranged either by the applicant organization or by participants must be made on a refundable basis. **Any arrangements made on a non-refundable basis are at the risk of the recipient or the participants if the services must be cancelled for any reason.**

For Level II projects, a participant who later joins the project for purposes of dissemination is no longer functioning as a participant, but a consultant. Include such expenses under [E3. Consultant Services](#).

Justify participant support costs in your [budget justification](#).

Total participant support costs will be automatically calculated.

### 1. Tuition/Fees/Health Insurance

Leave this field blank.

### 2. Stipends

Stipends are intended to compensate participants for their time commitment and to defray the costs of participation in the institute, which may include expenses such as travel, lodging, and meals (for residential institutes), and technical support (for virtual and combined institutes). Stipend amounts are determined by NEH based on the duration and format of the institute.

	<b>One-week institute</b>	<b>Two-week institute</b>	<b>Three-week institute</b>	<b>Four-week institute</b>
<b>Residential/combination participation</b>	\$1,300	\$2,200	\$2,850	\$3,450
<b>Virtual participation</b>	\$650	\$1,100	\$1,425	\$1,725

Multiply the number of participants by the predetermined stipend amount, based upon the duration and format of the institute, and include this amount on your budget.

Participants are expected to participate in the entire institute on a full-time basis. If a participant is obliged through special circumstances to miss part of the institute, it shall be the recipient's responsibility to see that only a pro rata share of the stipend is received or that the appropriate pro rata share of the stipend is returned if the participant has already received the full stipend.

Enter the total funds requested for participant stipends.

### **3. Travel**

Leave this field blank. Participants are expected to make their own travel arrangements using their stipends.

### **4. Subsistence**

Meals for participants are allowable only if vendors are inaccessible during the scheduled program, such as during a field trip at a remote location.

### **5. Other**

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

### **Number of Participants/Trainees**

Enter the total number of participants. Institutes must be attended by 25-36 participants.

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

Total other direct costs will be automatically calculated.

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

Enter the total funds requested for materials and supplies, including academic materials (such as core texts) to be provided for participants, costing the lesser of the capitalization level established by the applicant or \$5,000, regardless of the length of its useful life. See [2 CFR §§200.314](#) and [.453](#).

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

#### **2. Publication Costs**

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

#### **3. Consultant Services**

Enter the total funds requested for consultant services. Identify the following items in your [budget justification](#), as applicable: each consultant, the services he/she will perform, total number of days, travel costs, and the total estimated costs.

Examples of consultants may include:



- **A project director or co-director not employed by the applicant institution.** If the PD or Co-PD is not employed by the applicant institution, the applicant needs to provide. If the project director is not an employee of the recipient organization, the recipient must provide a formal written agreement with the project director that specifies an official relationship between the parties even if the relationship does not involve a salary or other form of remuneration.
- **A designated replacement director.** Include compensation for the preparation that assuming a director or co-director role would entail; this should be separate from other project compensation. Generally, compensation for the designated replacement director does not exceed \$1,500. Co-project directors are exempt from receiving this extra compensation.
- **Project faculty.** Payment should be based on their role and time commitment to the project. Payment for each full day's contribution to the project generally does not exceed \$750. (Note: a full day's contribution must not duplicate the work of others.) In general, no scholar's total compensation should exceed that of the director(s).
- **Academic support staff (including personnel providing technical support).** Compensation for those who spend a brief period with participants should be budgeted proportionally and in compliance with [2 CFR §§200.430](#) and [.431](#) (or [.459](#), if applicable) and the institution's written procedures.
- **Former participants who join the project for purposes of dissemination.**
- **Members of the participant selection committee (other than a project director).** Budget up to a \$250 honorarium.

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

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

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

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

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

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

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

Per [2 CFR §25.300](#), recipients may only issue subawards with federal funds to organizations that have obtained and provided to the recipient a unique entity identifier. Subrecipients are not

required to complete registration with the [System for Award Management \(SAM\)](#) to obtain a unique entity identifier. See [D3. Unique Entity Identifier and System for Award Management](#).

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

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

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

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

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

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

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

## **7. Alterations and Renovations**

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

## **8-10. Other**

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

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

## **G. Total Direct Costs**

Total direct costs will be automatically calculated.



## H. Indirect Costs

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

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

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

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

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

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

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

If you choose one of these options, indicate this under [Indirect Cost Type](#).

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

### Indirect Cost Type

Enter the type of indirect cost rate (e.g., other sponsored activities, all programs, instruction, 10% de minimis, etc.) and base (e.g., salaries, salaries and fringe, MTDC, etc.) and whether the activity and rate are onsite or off-site. If your budget includes more than one indirect cost rate or

base, list them as separate entries. If you do not have a current indirect rate(s) approved by a federal agency but intend to (re)negotiate, indicate "None-will negotiate." If needed, provide additional detail in your [budget justification](#).

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

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

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

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

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

Enter the funds requested for each indirect cost type.

### **Total Indirect Costs**

Total indirect costs will be automatically calculated.

### **Cognizant Federal Agency**

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

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

Total costs will be automatically calculated.

### **J. Fee**

Leave this field blank.

### **K. Total Costs and Fee**

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

### **L. Budget Justification**

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

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

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

Explain any exclusions applied to your indirect costs base calculation.

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

If you have requested federal matching funds, identify the activities supported by your required cost share, and the source(s) of funding. Refer to the [NEH Federal Matching Funds Guidelines](#) regarding the eligibility of gifts for matching purposes.

## Application Components

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

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

#### 5. Applicant Information

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

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

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

#### 6. Project Information

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

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

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

#### 7. Project Director

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

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

#### 8. Primary Contact/Grants Administrator

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

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

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

### **9. Authorized Representative**

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

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

### **1. Project Director**

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

### **2. Institutional Information**

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

### **3. Project Funding**

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

### **4. Application Information**

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

For type of application, check “new.”

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

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

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

### **Certification Regarding Lobbying (conditionally required)**

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

## **Standard Form-LLL, “Disclosure of Lobbying Activities” (conditionally required)**

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

### **Attachments Form**

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

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

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

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

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

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

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

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

**Level I applicants must limit their narrative to 15 single-spaced pages. Level II applicants must limit their narratives to 17 single-spaced pages.**

Name the file narrative.pdf.

### **Attachment 2: Academic schedule (required)**

Include a schedule for the program and a list of relevant readings or resources for the project.

Name the file schedule.pdf.

### **Attachment 3: Work plan (required)**

Include a work plan that accounts for activity throughout the period of performance, except that which takes place during the academic program covered above.

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

Name the file workplan.pdf.

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

Provide two-page résumés (suggested length) for the project director(s), co-director(s) (if relevant), potential replacement director(s) (if needed), and all project faculty.

Name the file resumes.pdf.

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

Provide letters or email messages of commitment from all project scholars and, if needed, a potential replacement director(s).

Provide a letter of support from a senior official of the host institution, confirming the institution's commitment to the project and ensuring that relevant offices will provide timely and effective support.

Elected government officials, NEH staff, and current members of NEH'S [National Council on the Humanities](#) may not serve as letter writers.

Name the file letters.pdf.

**Attachment 6: Evaluations (conditionally required)**

Applicants proposing a Level II project that has been **previously funded** by the NEH **must** submit participant evaluations from the most recent seminar, institute, or Landmarks workshop.

Name the file evaluations.pdf.

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

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

Name the file agreement.pdf.

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

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

Name the file delinquentdebt.pdf.



### **3. Unique Entity Identifier and System for Award Management**

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

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

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

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

#### **D-U-N-S®**

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

#### **System for Award Management (SAM)**

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

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

#### **Grants.gov**

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

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

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

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

## 4. Submission Dates and Times

### Optional Drafts

Program officers will review drafts submitted by January 19, 2022, at 11:59 p.m. Eastern Time. Drafts submitted after this date will not be reviewed. Drafts do not need to be fully developed program ideas or near complete applications to be submitted for review and feedback. This optional preliminary review is not part of the formal selection process and has no bearing on the final funding decision. However, previous applicants have found it helpful in strengthening their applications.

If you choose to submit a draft, send it as an attachment to [institutes@neh.gov](mailto:institutes@neh.gov).

### Applications

The deadline for applications under this notice is February 22, 2022, at 11:59 p.m. Eastern Time.

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

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

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

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

## 5. Intergovernmental Review

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

## 6. Funding Restrictions

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

- projects that center on pedagogical theories or strategies, or on research on educational methods, tests, or measurements
- teaching of basic foreign language skills
- replacement teachers or compensation for faculty members performing their regular duties



- the rental of recreational facilities and costs related to social events such as banquets, receptions, and entertainment
- meals for participants, unless vendors are inaccessible during the scheduled program, such as during a field trip at a remote location
- meals/food/refreshments at receptions or “networking” events
- commercial, for-profit, or proprietary textbook research or revision
- tuition fees for participants or student assistants
- 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)

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

## E. Application Review Information

### 1. Review Criteria

Peer reviewers will use the following criteria to review applications under this notice:

#### 1. Intellectual quality and significance

(corresponds with narrative sections [b\) Intellectual rationale](#), [d\) Format and program of study](#), [e\) Project team](#), and [h\) Level II project dissemination](#))

- To what extent is the topic significant for humanities scholarship and teaching?
- How clear and persuasive is the intellectual rationale?
- How well does the proposal incorporate diverse approaches and views? Is the proposal balanced in its treatment of the topic?
- How well chosen are the primary and secondary sources?
- How well does the project team (inclusive of project director(s) and key personnel) demonstrate suitable subject matter and pedagogical expertise?

#### 2. Program design and feasibility

(corresponds with narrative sections [d\) Format and program of study](#), [e\) Project team](#), [f\) Institutional resources](#), [g\) Participants and project dissemination](#), and [h\) Level II project dissemination](#))

- How well do the project’s length, meeting dates, and use of residential and/or virtual formats support substantive study?
- How realistic and well-planned is the schedule? Are activities varied and is there adequate time for reading, reflection, discussion, and project work?
- To what extent does/do the project director(s) and additional faculty demonstrate the ability to foster a collegial environment?
- How well do the facilities and related resources, such as digital platforms, support a collegial academic environment?
- To what extent do the host institution and project scholars demonstrate commitment to the project?

- To what extent does/do the project director(s) demonstrate the ability to manage the organizational demands of the project?

### 3. Impact

(corresponds with narrative sections [d\) Format and program of study](#), [e\) Project team](#), [f\) Institutional resources](#), [g\) Participants and project dissemination](#), and [h\) Level II project dissemination](#))

- How significantly will the project improve participants' understanding and teaching of the proposed topic?
- How well does the application provide for meaningful follow-up to strengthen the project's impact?

### 4. Level II Project Criteria

(corresponds with narrative sections [c\) Level II project development](#) (if applicable) and [h\) Level II project dissemination](#))

- How clearly does the dissemination plan define the audience(s) beyond the participant group and outline a suitable plan to cultivate it/them?
- How well does the dissemination plan demonstrate the capacity to uphold intellectual rigor and pedagogical effectiveness in the dissemination phase?
- To what degree does the dissemination plan maximize the project's reach and impact beyond the participant group?
- How well does the work plan make use of appropriate mechanisms to disseminate content and engage the audience(s) effectively?
- How well does the work plan, budget, and project team demonstrate appropriate tasks and expertise for effective dissemination?
- How well does the application provide evidence of efforts, as appropriate, to improve the project's intellectual quality, design, feasibility, and impact?
- To what extent do prior project application numbers (if applicable) establish evidence of strong participant interest in the topic?

## 2. Review and Selection Process

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

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

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

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

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

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

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

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

NEH will notify applicants of funding decisions in August 2022. This notification is not an authorization to begin performance or incur related costs. You may request evaluations of your proposal by contacting [institutes@neh.gov](mailto:institutes@neh.gov).

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

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

Institutional grants administrators and project directors of successful applications will receive award documents from the NEH Office of Grant Management via eGMS Reach in September 2022.

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

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

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

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

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

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

As a taxpayer-supported federal agency, NEH endeavors to make the products of its awards available to the broadest possible audience. Our goal is for scholars, educators, students, and the

American public to have ready and easy access to the wide range of NEH award products. All other considerations being equal, NEH gives preference to those that provide free access to the public.

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

## Copyright information

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

## Acknowledging NEH support

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

## Program income policy

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

## Principles of Civility

Recipients must adhere to the [Principles of Civility for NEH Professional Development Programs](#). NEH expects project directors to take responsibility for encouraging an ethos of openness and respect, upholding the basic norms of civil discourse.

## Eliminate waste, fraud, and abuse

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

## Termination

NEH reserves the right to terminate awards consistent with [2 CFR §200.340](#).

## 3. Reporting

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

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

- 2.) **Performance Progress Report(s):** Recipients must submit a performance progress report to NEH on an annual basis.
- 3.) **Final Reports:** Recipients must submit a final Federal Financial Report (SF-425) and a final performance report within 120 calendar days after the period of performance ends. The final performance report collects information relevant to program-specific goals and progress on strategies; impact of the overall project; the degree to which the recipient achieved the mission, goals, and strategies outlined in the approved application; recipient objectives and accomplishments; barriers encountered; and responses to summary questions regarding the recipient's overall experiences during the entire period of performance.
- 4.) **Participant Selection Report:** Recipients must submit a report detailing the selection of participants for the institute in June 2023.
- 5.) **White Paper:** Level II recipients must submit a white paper documenting the project, including lessons learned and the results of the project outreach and dissemination so that others can benefit. The white paper is due with the final report, no later than 120 days after the end of the period of performance. The white paper will be posted on the NEH website.

Learn more about [performance reporting requirements](#) and [financial reporting requirements](#).

## G. Agency Contacts

If you have questions about the program, contact:

Division of Education Programs  
National Endowment for the Humanities  
400 Seventh Street, SW  
Washington, DC 20506  
[institutes@neh.gov](mailto:institutes@neh.gov)

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

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

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

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

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

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

### [Grants.gov Applicant Support](#)

Telephone: 1-800-518-4726

International Calls: 606-545-5035

Email: [support@grants.gov](mailto:support@grants.gov)

Always obtain a case number when calling for support.

## **H. Other Information**

### **Privacy policy**

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

### **Application completion time**

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

You may send any comments regarding the estimated completion time or any other aspect of this application, including suggestions for reducing the completion time, to the Chief Funding Opportunity Officer at [grantmanagement@neh.gov](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 October 31, 2024.