



NATIONAL ENDOWMENT FOR THE HUMANITIES

## **Notice of Funding Opportunity**

### **Institutes for Higher Education Faculty Institutes for K-12 Educators**

Funding Opportunity Numbers: 20240214-EH-ES

Funding Opportunity Type: New

Federal Assistance Listing Number: 45.163

**Application Deadline: February 14, 2024**

**Ensure your SAM.gov and Grants.gov registrations and passwords are current.  
It may take several weeks to register with SAM.gov and Grants.gov.  
NEH will not grant deadline extensions for lack of registration.**

Division of Education Programs  
Email: [institutes@neh.gov](mailto:institutes@neh.gov)  
Phone: 202-606-2324  
Telecommunications Relay Service: 7-1-1

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 and Institutes for K-12 Educators programs. NEH Institutes are professional development programs that convene higher education faculty or K-12 educators 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.

Funding Opportunity Title	Institutes for Higher Education Faculty Institutes for K-12 Educators
Funding Opportunity Number	20240214-EH-ES
Federal Assistance Listing Number	45.163
Deadline for Optional Draft	January 5, 2024, 11:59 p.m. Eastern Time
Application Deadlines	February 14, 2024, 11:59 p.m. Eastern Time
Anticipated Award Announcements	August 2024
Anticipated FY 2024 Funding	Approximately \$1,500,000 for Higher Education Faculty and \$1,500,000 for K-12 Educators
Estimated Number and Type of Awards	Approximately 9 grants for Higher Education Faculty and 9 grants for K-12 Educators
Award Amounts	Up to \$220,000
Cost Sharing/Match Required	No
Period of Performance	October 1, 2024 – December 31, 2025 (15 months)
Eligible Applicants	<ul style="list-style-type: none"> <li>• nonprofit organizations recognized as tax-exempt under section 501(c)(3) of the Internal Revenue Code</li> <li>• accredited institutions of higher education (public or nonprofit)</li> <li>• state and local governments and their agencies</li> <li>• federally recognized Native American Tribal governments</li> </ul> <p>See <a href="#">C. Eligibility Information</a> for additional information.</p>
Program Resource Pages	<p>Higher Education Faculty: <a href="https://www.neh.gov/grants/education/institutes-higher-education-faculty">https://www.neh.gov/grants/education/institutes-higher-education-faculty</a></p> <p>K-12 Educators: <a href="https://www.neh.gov/grants/education/institutes-k-12-educators">https://www.neh.gov/grants/education/institutes-k-12-educators</a></p>
Pre-Application Webinar	A pre-recorded webinar will be available on program resource pages by December 12, 2023
Live Q&A	<p>December 19, 2023, 12:00 pm Eastern Time <a href="#">Click here to join the meeting</a></p> <p>Meeting ID: 289 209 889 523; Passcode: AcEvB5 <b>Or call in (audio only)</b> <a href="tel:202-600-8430">202-600-8430</a>; <a href="#">Conference ID</a>: 115 584 495#</p>

Office Hours	<p>January 4, 2024 12:00 – 1:00 pm Eastern Time  January 4, 2024 4:00 – 5:00 pm Eastern Time  January 5, 2024 12:00 – 1:00 pm Eastern Time  January 5, 2024 4:00 – 5:00 pm Eastern Time  <a href="#">Click here to join the meeting</a>  Meeting ID: 288 829 820 908; Passcode: s6n3Db  <b>Or call in (audio only)</b>  202-600-8430; Conference ID: <a href="#">865 781 598#</a></p>
Published	November 22, 2023

# Table of Contents

<b>A. Program Description</b> .....	<b>1</b>
1. Purpose .....	1
2. Background .....	3
<b>B. Federal Award Information</b> .....	<b>6</b>
1. Type of Application and Award .....	6
2. Summary of Funding .....	6
<b>C. Eligibility Information</b> .....	<b>7</b>
1. Eligible Applicants .....	7
2. Cost Sharing .....	7
3. Other Eligibility Information .....	8
<b>D. Application and Submission Information</b> .....	<b>10</b>
1. Application Package .....	10
2. Content and Form of Application Submission .....	10
3. Unique Entity Identifier and System for Award Management .....	31
4. Submission Dates and Times .....	32
5. Intergovernmental Review .....	33
6. Funding Restrictions .....	33
<b>E. Application Review Information</b> .....	<b>33</b>
1. Review Criteria .....	33
2. Review and Selection Process .....	33
3. Assessment of Risk and Other Pre-Award Activities .....	35
4. Anticipated Announcement and Award Dates .....	35
<b>F. Federal Award Administration Information</b> .....	<b>35</b>
1. Federal Award Notices .....	35
2. Administrative and National Policy Requirements .....	36
3. Reporting .....	37
<b>G. Agency Contacts</b> .....	<b>38</b>
<b>H. Other Information</b> .....	<b>38</b>

# A. Program Description

## 1. Purpose

This notice solicits applications for Institutes for Higher Education Faculty and Institutes for K-12 Educators that will take place in 2025.

NEH-funded institutes are professional development programs that convene higher education faculty or K-12 educators from across the nation to deepen 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 significant to humanities study and teaching
- foster new fields of study and/or revitalize existing areas of inquiry
- strengthen humanities teaching and learning in participants' professional settings
- build lasting communities that foster participants' intellectual and professional collaboration

Institutes should:

- situate the proposed topic 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

## Project Design

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 or six days of structured study.

You must select one of three formats for the institute:

- **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 virtually and a portion of the program at the host site. Virtual and residential sessions occur at different times, but all participants attend the same sessions.

Scheduled meetings may or may not be continuous. 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 continuous 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, including daily sessions led by project faculty

An institute must offer only one format to all participants. All institutes, regardless of schedule and/or format – residential, virtual, or combined format – should involve guided, well-planned activities that engage participants in substantive collegial study.

Given the importance of intensive, immersive study to an institute’s purpose, you should consider the demands and variety of academic-year calendars. If you are proposing activities outside the summer season (the third week of June through the second week of August), you should carefully assess the nature and capacity of participants’ commitments.

NEH has scheduled required meetings, participant application deadlines, and reporting dates. See [Attachment 3: Work Plan](#) for those dates, which you should consider when designing your project schedule and work plan.

## **Institutional Resources**

The following types of institutions may host and/or be involved in an institute:

- institutions of higher education and non-profit organizations
- museums, historic preservation sites and societies, and libraries or other repositories
- centers for advanced study, cultural and community organizations, and professional associations
- schools or school systems

Federal regulations require that all NEH-funded projects be accessible to people with disabilities in alignment with the requirements of [Section 504 of the Rehabilitation Act of 1973](#). Individuals with disabilities may be project team members, participants, presenters, and institution staff. Host institutions must furnish facilities, facilitate program activities, and include sites that are accessible to a diverse group of participants.

Institutes 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 with suitable meeting spaces, research collections, and on-site computing resources. The project site must be in the United States or its jurisdictions.

Institutes with a virtual component should include digital resources, such as online meeting spaces, research collections, databases, technical capacity, and content management systems.

## **Project Audience**

You must design your institute and your recruitment plan for a national audience of participants from across humanities disciplines and professions who work in either higher education or K-12 education.

### **Institutes for Higher Education Faculty**

You must design your Institutes for Higher Education Faculty program for a diverse group of 25-36 higher education faculty participants drawn from across the nation.

- You must target a national audience of full- or part-time faculty who teach undergraduate students and/or whose work in the humanities lies outside undergraduate teaching but who demonstrate that their participation will advance project goals and enhance their own professional work.
- You must identify a primary audience for your institute by subject area(s). You may target a specific audience by, for instance, requiring foreign language proficiency, but the primary audience should be large enough to yield a complete participant group.
- You must reserve twenty percent of available spaces for non-tenured/non-tenure track faculty members.
- You must reserve ten percent of available spaces 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.

### **Institutes for K-12 Educators**

You must design your Institutes for K-12 Educators program for a diverse group of 25-36 K-12 educator participants drawn from across the nation.

- You must target a national audience of full- or part-time K-12 educators who teach in public, charter, independent, and religiously affiliated schools, or as home schooling educators.
- You may admit museum educators and other K-12 school personnel who demonstrate that participation will advance project goals and enhance their own professional work.
- You must identify a primary audience for your institute by grade level(s) and subject area(s). You may target a specific audience by, for instance, requiring foreign language proficiency, but the primary audience should be large enough to yield a complete participant group.
- You must reserve twenty percent of available spaces for early-career educators (those who have been teaching for five years or fewer).

For both Institutes programs, participants must meet the eligibility criteria outlined in [C3. Other Eligibility Information](#).

### **Project Team**

Your project team should include the following roles:

#### **Project director or co-director team (required):**

- Project directors and co-directors should be established scholars; they are responsible for all intellectual and administrative aspects of the project.
- Project directors and co-directors do not need to possess a terminal degree or be affiliated with an institution of higher education.
- Project directors and co-directors must be present and cannot assume any other commitments during the institute.

#### **Replacement director(s) (required):**

- 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) must be a co-director or project team member, as appropriate, who is already familiar with the project.

**Institutional grant 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 for both 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 grant administrator.

**K-12 education specialist (required for Institutes for K-12 Educators):**

- At least one person with significant experience in K-12 education, such as teacher education faculty, a curriculum developer, museum educator, or an educator with experience facilitating professional development.
- K-12 education specialists contribute to the planning of the sessions and facilitate the incorporation of content and experiential learning strategies into classroom teaching in relevant and creative ways during the institute.

**Project faculty and academic staff (required):**

- Library or museum personnel, tour guides, independent scholars, and academic faculty from institutions different from the host site.
- Experts in specific pedagogical approaches, such as applied humanities, archival research, field research, or other learning activities appropriate to the project.
- Members of cultural or community organizations, professional societies, or other external collaborators relevant to the project.
- If you are proposing an online component, you should include a staff member with online teaching experience and/or familiarity working with online instructional platforms

**Project administrators:**

- These individuals (which may include co-directors, professional managers, graduate students, or on-site coordinators) provide planning assistance, administrative support, and/or on-site logistical coordination to ensure that the institute runs effectively.
- This role is distinct from that of the institutional grant administrator.

**Project Website**

If NEH selects your project for funding, you must create a project website that supports participant recruitment, explains the application and selection process, provides intellectual and practical resources for participants, and serves as a resource for participants beyond the conclusion of the institute. Project websites must be ready to accept participant applications by December 2024.

**Program Outputs**

The primary output of an Institutes award must be one to four weeks of sustained engagement with a humanities topic for 25-36 participants.

In [Attachment 3: Work plan](#) you will describe what the results of your project will be by identifying the project output. If you receive an award, NEH will assess your performance based on the outputs you identify in the proposal. See [F.3 Reporting](#).

See [D6. Funding Restrictions](#) for unallowable activities.

See [E1. Review Criteria](#) for the standards NEH will use to evaluate applications under this notice.

## 2. Background

NEH offers this funding opportunity under the authority of [20 U.S.C. § 956](#). 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 \(for grants and cooperative agreements issued January 1, 2022 or later\)](#).

Under [Section 3\(a\) of the National Foundation on the Arts and the Humanities Act of 1965](#), as amended, “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.”

Use the [Funded Projects Query Form](#) to find examples of NEH-supported projects.

[Learn more about NEH.](#)

### NEH Areas of Interest

NEH is especially interested in supporting projects that advance humanities-related work in the following areas. NEH will give all applications equal consideration in accordance with the program’s [review criteria](#).

NEH encourages projects that include Native American organizations and communities as applicants and project partners.

### **American Tapestry: Weaving Together Past, Present, and Future**

[American Tapestry: Weaving Together Past, Present, and Future](#) is a wide-ranging special initiative at NEH that leverages the humanities to tackle some of the most pressing challenges of our time: strengthening our democracy, advancing equity for all, and addressing our changing climate. The initiative encourages humanities projects that elevate the role of civics in schools and public programs, advance knowledge of the country’s history and political institutions, and examine threats to its democratic principles. The initiative also encourages projects that explore the untold stories of historically underrepresented groups and build capacity at cultural and educational institutions to benefit underserved communities. Finally, the initiative welcomes projects that promote research into the historical roots and cultural effects of climate change and support the cultural and educational sectors in building climate resilience. By supporting

humanities projects that align with these three themes – strengthening our democracy, advancing equity for all, and addressing our changing climate – the *American Tapestry* initiative seeks to tell our country’s history in all its complexity and diversity.

## **United We Stand: Connecting Through Culture**

Hate must have no safe harbor in America – especially when that hate fuels the kind of violence we’ve seen from Oak Creek to Pittsburgh, from El Paso to Poway, and from Atlanta to Buffalo. When ordinary Americans cannot participate in the basic activities of everyday life – such as shopping at the grocery store or praying at their house of worship – without the fear of being targeted and killed for who they are, our security as well as democracy are at risk. In coordination with the White House “United We Stand” Summit in September 2022, NEH launched a new initiative titled [United We Stand: Connecting Through Culture](#) that uses the humanities to combat hate-motivated violence and promote civic engagement, social cohesion, and cross-cultural understanding. As a part of this initiative, NEH encourages humanities projects that further our understanding of the nation’s racial, ethnic, gender, and religious diversity; examine the sources of hate and intolerance in the United States; and explore progress towards greater inclusiveness.

## **NEH’s Support for the Federal Indian Boarding School Initiative**

As a part of [NEH’s partnership with the Department of the Interior on the Federal Indian Boarding School Initiative](#), NEH encourages projects that further public understanding and knowledge of the Federal Indian boarding school system. From 1819 through the 1970s the government of the United States operated a system of schools for Native American, Alaska Native, and Native Hawaiian children premised on a policy of coerced cultural assimilation. Native children were forcibly separated from their families and sent to attend federal Indian boarding schools, where they were frequently subject to harsh treatment and abuse. A number of these students died, and others never returned to their families and communities. Many were also deprived of their cultural inheritance. NEH encourages projects that document and explore the history of the federal Indian boarding schools as well as projects that contribute to Native and Indigenous cultural and language revitalization.

## **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**

#### **Award amounts**

You may request up to \$220,000, depending on the duration of your proposed institute.

<b>One week</b>	<b>Two weeks</b>	<b>Three weeks</b>	<b>Four weeks</b>
\$120,000	\$175,000	\$200,000	\$220,000

NEH anticipates awarding approximately \$1,500,000 among an estimated nine recipients for Higher Education Faculty and \$1,500,000 among an estimated nine recipients for K-12 Educators.

NEH will award successful applicants outright funds, which are not contingent on additional funding from other sources.

NEH will not determine the amount available until Congress makes appropriations for FY 2024. NEH will issue awards subject to the availability of appropriated funds. NEH is publishing this notice as a contingency to ensure that NEH can process applications and issue awards in a timely manner, should sufficient funds become available.

## **Period of performance**

The period of performance is the time during which you may incur expenses to carry out the work under the award.

All projects must have a start date of October 1, 2024, and a period of performance of 15 months, ending on December 31, 2025.

# **C. Eligibility Information**

## **1. Eligible Applicants**

To be eligible to apply, your organization must be established in the United States or its jurisdictions as one of the following:

- a [nonprofit organization recognized as tax-exempt under section 501\(c\)\(3\) of the Internal Revenue Code](#)
- an [accredited institution of higher education](#) (public or nonprofit)
- a state or local government or one of their agencies
- a [federally recognized Native American Tribal government](#)

Individuals and other organizations, including foreign and for-profit entities, are ineligible.

If your organization is eligible, you may apply on behalf of a consortium of collaborating organizations. If NEH selects your proposal for funding, you will be programmatically, legally, and fiscally responsible for the award.

**The recipient may not function solely as a fiscal agent** but should make substantive contributions to the success of the project.

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

## **2. Cost Sharing**

NEH does not require cost sharing in this program.

Cost sharing or matching is the portion of the project costs you pay for with non-NEH funds. Peer reviewers will not consider cost sharing in their evaluation of applications.

You may contribute voluntary cost share to your project if the total costs exceed the amount awarded by NEH. Voluntary cost share includes:

- cash contributions made to the project by you or a third party
- your unrecovered indirect costs
- in-kind contributions (non-cash contributions, such as property or services, that benefit the project and are contributed without charge) by you or a third party

While you may describe voluntary cost share in your [budget justification](#), you should not include it on your [Research and Related Budget](#).

You must maintain auditable records of the source and use of cost share. See [2 CFR § 200.306](#).

Learn about [types of funds NEH offers](#).

### 3. Other Eligibility Information

You may submit multiple applications for separate and distinct projects under this notice. An individual may not serve as project director for multiple proposed projects under this notice. You may revise and resubmit previously rejected applications. Submissions are subject to the application requirements and [review criteria](#) of the current competition.

As a matter of programmatic policy, NEH will not make awards in the Institutes for Higher Education Faculty and Institutes for K-12 Educators programs for the same project in consecutive years. For example, if NEH funded your project in 2023 (for a 2024 offering), you are not eligible to apply for the same project in 2024 (for a 2025 offering).

If you previously received an NEH Institutes, Landmarks, or Seminars award, you must address additional questions included in section D2, and you must include complete and unedited participant evaluations from your most recent Institutes, Landmarks, or Seminars program without modifications. You are considered a returning applicant if your project director and co-directors have been previously awarded under the Institutes, Landmarks, or Seminars programs.

Per [2 CFR § 200.403\(f\)](#), you must not include the same project costs in more than one application for federal funding or approved federal award budget. If one application to NEH is pending, a second application for the same project costs, even if to a different program, will be ruled ineligible. However, you may submit multiple proposals for **complementary** aspects of the same overall project. If you are submitting complementary proposals to other NEH programs or government agencies, specify when and to whom in the [Supplementary Cover Sheet for NEH Grant Programs](#). NEH may disallow costs or reject applications that include overlapping project costs. An individual's level of effort cannot exceed 100% across multiple active federally funded awards.

NEH does not issue awards to other federal entities. If your project is so closely intertwined with a federal entity that the project takes on characteristics of the federal entity's own authorized activities, it is ineligible. You may use funds from, or sites and materials controlled by, other federal entities in your project.

NEH does not provide financial assistance to foreign institutions or organizations. If you are an eligible domestic entity, you may apply for collaborative projects involving foreign organizations

provided you do not use NEH funds for the purpose of issuing subawards to any foreign organization, as defined in [2 CFR §§ 200.1](#) and [.331\(a\)](#). You may obtain the services of foreign individuals and consultants to carry out programmatic activities on a fee-for-service basis, as specified in [2 CFR § 200.459](#). You may obtain goods and services from foreign vendors, such as in-country transportation services, in accordance with [2 CFR § 200.331\(b\)](#). If you plan to submit an application involving international collaboration, contact program staff at [institutes@neh.gov](mailto:institutes@neh.gov).

**NEH will not review proposed projects that are not designed for the required number of participants or that take place outside of the U.S. and its jurisdictions.**

**Except for the rare cases covered by its [late submission policy](#), NEH will not consider applications submitted after the [deadline](#).**

**NEH will not consider incomplete, nonresponsive, or ineligible applications for funding.**

**NEH will not consider applications that exceed mandatory page limits or deviate from formatting instructions.** See the [Application Components Table](#).

## **Participant eligibility**

In addition to the requirements described in [A.1 Purpose](#), Institute participants must be:

- United States citizens, including those teaching abroad at U.S. chartered institutions and schools operated by the federal government;
- 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.

The following are not eligible to participate in NEH-funded institutes:

- foreign nationals teaching abroad
- individuals who are related to the project director(s)
- individuals who are affiliated with the applicant institution (e.g., employees, currently enrolled students, etc.)
- individuals who have been taught or advised in an academic capacity by the project director(s)
- individuals who are 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 who have been debarred or suspended by any federal department or agency
- individuals who have attended a previous NEH professional development project (Seminars, Landmarks, or Institutes) led by the project director(s)

NEH does not require participants to have earned an advanced degree.

The OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement) in 2 CFR Parts [180](#) and [3369](#) apply to this award. Recipients must comply, and must require subrecipients to comply, with [Subpart C](#) of these regulations.

## D. Application and Submission Information

### 1. Application Package

You must apply using Grants.gov Workspace or a Grants.gov system-to-system solution. You can find this funding opportunity in Grants.gov under number 20240214-EH-ES. There are also links on the [Institutes for Higher Education Faculty](#) and [Institutes for K-12 Educators](#) program resource pages.

This funding opportunity includes two application packages, which you can find under the “Package” tab. Select the appropriate one based upon your project type. Each package includes a series of required and conditionally required forms. You will upload additional application components into the [Attachments Form](#).

EH2024 – Institutes for Higher Education Faculty  
ES2024 – Institutes for K-12 Educators

You must complete a multistep registration process prior to submitting 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.

If you are deaf, hard of hearing, or have a speech disability, please dial 7-1-1 to access telecommunications relay services.

### 2. Content and Form of Application Submission

Your application will include a [narrative](#), [budget](#), and other [forms](#) and [attachments](#). You will complete the forms within Grants.gov Workspace and upload other components into the [Attachments Form](#). See the [Application Component Table](#).

NEH has assigned each application component one of the following designations:

- Required: You must submit this component.
- Conditionally Required: You must submit this component if your proposal meets the specified conditions.
- Required for recipients: You are encouraged but not required to submit this component when you apply. You must submit it if you receive an award.

You must submit all required components and conditionally required components relevant to your proposal. **NEH will not review applications missing any required documents or relevant conditionally required documents.**

In addition, NEH has established page limits for some application components:

- Mandatory: You must not exceed the page limit.
- Suggested: NEH encourages, but does not require, you to abide by the page limit.

Note page limits and formatting instructions in this notice. **NEH will not review applications that exceed mandatory page limits or deviate from formatting instructions.**

Your application components must conform to the following formatting requirements, unless otherwise indicated:

- pages no larger than standard letter (8 1/2" x 11")
- at least one-inch margins on all sides for all pages
- a font no smaller than 11 points

In addition, NEH encourages you to format your components consistent with the following:

- single-spacing
- a readable font such as Arial, Georgia, Helvetica, or Times New Roman
- any standard citation style (include citations in page counts)

## Application Component Table

Application Component	File Name	Designation	Page limit
<b>Attachments</b>			
<a href="#">1: Narrative</a>	narrative.pdf	Required	10/12 (mandatory)
<a href="#">2: Academic schedule</a>	schedule.pdf	Required	
<a href="#">3: Work plan</a>	workplan.pdf	Required	
<a href="#">4: Résumés for key personnel</a>	resumes.pdf	Required	2 per résumé (mandatory)
<a href="#">5: Letters of commitment and support</a>	letters.pdf	Required	
<a href="#">6: Evaluations</a>	evaluations.pdf	Conditionally required	
<a href="#">7: Subrecipient budget(s)</a>	subrecipient.pdf	Conditionally required	
<a href="#">8: Federally negotiated indirect cost rate agreement</a>	agreement.pdf	Conditionally required	
<a href="#">9: Explanation of delinquent federal debt</a>	delinquentdebt.pdf	Conditionally required	
<b>Grants.gov forms</b>			
<a href="#">SF-424 Application for Federal Assistance - Short Organizational</a>		Required	
<a href="#">Supplementary Cover Sheet for NEH Grant Programs</a>		Required	
<a href="#">Project/Performance Site(s) Location Form</a>		Required	
<a href="#">Research and Related Budget and Budget Justification</a>		Required	
<a href="#">Attachments Form</a>		Required	
<a href="#">Certification Regarding Lobbying</a>		Required for recipients	
<a href="#">Standard Form-LLL “Disclosure of Lobbying Activities”</a>		Required for recipients	

### Application Components: Attachments

Each attachment must be a single PDF file. See the [Attachments Form](#) instructions for further guidance about file requirements. Read those instructions carefully, as Grants.gov will not accept files that do not meet the requirements.

#### Attachment 1: Narrative (required)

Compose 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.

- If you have not been previously funded in the Institutes, Landmarks, or Seminars programs, **you must limit your narrative to ten pages.**
- If you have previously received an award under the Institutes, Landmarks, or Seminars programs, **you must limit your narrative to twelve pages.**

Do not include an executive summary, cover page, or table of contents. You may include images, charts, diagrams, footnotes, endnotes, and bibliographies if they fit within the page limit.

Organize your narrative using the following headings. Each section aligns with one or more [review criteria](#) NEH will use to evaluate your proposal.

### **Nature of the request**

Provide a one-paragraph summary at the start of your application that includes:

- The project title and its thematic or topical focus.
- If this is a new project, or, if applicable, how many times you have offered it previously.
- The institute's duration (one, two, three, or four weeks), the dates of the proposed program, and the proportion of time dedicated to residential and/or virtual formats.
- The specific number of participants the program will accommodate. (Institutes must host 25-36 participants.)
- **For Institutes for Higher Education Faculty:** While projects must be open to all eligible applicants, you must indicate the specific audience by subject area(s).
- **For Institutes for K-12 Educators:** While projects must be open to all eligible applicants, you must indicate if the institute would appeal to participants in both specific grade level(s) and subject area(s).

### **Intellectual content and significance (aligns with [review criterion 1](#))**

- Introduce the institute's subject and explain its intellectual significance.
- Outline the questions, themes, and approaches to the topic (which you will detail in the [program of study](#)) and explain how they support relevant scholarship and teaching.
- **For previously-funded projects:** Describe revisions to scholarship, questions, themes, and approaches informed by the most recent iteration of the project.

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

- Describe the structure of the institute and show how participants will explore its subject matter.
- Describe the academic sessions and the core readings that will support them.
- Explain how you will employ the readings and academic sessions to illuminate a variety of approaches to the subject and to respect diverse viewpoints.
- Explain how you 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 format 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.

- **For previously-funded projects:** Describe revisions to the program of study based on feedback included in evaluations from the most recent iteration of the project.

If you are proposing an institute with virtual components spread out over multiple days, you 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.

You will provide a more detailed institute schedule in [Attachment 2: Academic schedule](#) and describe your planning, preparation, and follow-up in [Attachment 3: Work plan](#).

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

- Describe the qualifications of the project director(s) as they pertain to the topic and programmatic administration and explain their approach to working with project faculty, the K-12 education specialist (for K-12 institutes), staff, and participants. If you propose co-directors, explain how the team will share responsibilities.
- Identify at least one qualified replacement director who is capable of assuming leadership of the project should a project director 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, if necessary.
- **For Institutes for K-12 Educators:** identify the K-12 education specialist, noting their expertise, role, and time commitment to the project. Explain how they will enhance pedagogical effectiveness.
- 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 meaningfully engage with participants. If 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 technical experts, noting their expertise, roles, and time commitments to the project.
- **For previously-funded projects:** Describe revisions to the composition of the project team, faculty, staff, and/or presenters informed by the most recent iteration of the project.

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

Explain how the resources of the host institution will serve the proposed project and provide reasonable accommodations to ensure equitable participant access and participation.

- 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 components.
- For institutes with a residential component, describe the availability, accessibility, quality, and costs of housing, as well as meal and transportation options, including considerations for special dietary and travel needs.
- **For Institutes for K-12 Educators:** If you will offer professional development to participants (continuing education, in-service, or graduate credit), describe how you will provide necessary documentation. If graduate credit will require additional work by

participants beyond the institute, such as writing a research paper, describe these requirements. See [D6. Funding Restrictions](#).

- **For previously-funded projects:** Describe revisions to accessibility and resource availability informed by the most recent iteration of the project.

**Participants and follow-up (aligns with [review criteria 2 and 3](#))**

- Describe your intended audience and explain how you will attract a robust and diverse pool of applicants from across the nation, including those from historically underrepresented communities and individuals with disabilities.
- Identify the non-director members of the selection committee.
- Describe how you will provide appropriate resources to and communicate with participants before and during the institute.
- Describe your plans for follow-up with participants.

<b>Narrative Alignment</b>	
Each section of the narrative aligns with corresponding review criteria. Use the crosswalk to ensure you address all criteria.	
<a href="#">Narrative Section</a>	<a href="#">Review Criteria</a>
<a href="#">Nature of the request</a>	Not applicable
<a href="#">Intellectual content and significance</a>	<a href="#">1</a>
<a href="#">Format and program of study</a>	<a href="#">1, 2, 3</a>
<a href="#">Project team</a>	<a href="#">1, 2, 3</a>
<a href="#">Institutional resources</a>	<a href="#">2, 3</a>
<a href="#">Participants and follow-up</a>	<a href="#">2, 3</a>

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

Include a schedule for the institute and a list of relevant readings or resources for the project. The schedule should describe the participants’ day-to-day activities and how their time would be structured.

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.

The work plan should begin with a statement identifying indicators the project team will use to demonstrate the project’s success.

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

Include these NEH required dates:

- **October 2024:** required virtual project team meeting with NEH

- **December 2024:** project websites go live, participant applications open
- **February 2025:** required virtual project team meeting with NEH
- **March 2025:** participant application deadline, review applications and select participants
- **April 2025:** notify applicants; selected participants have two weeks to accept or decline

Name the file workplan.pdf.

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

Provide two-page résumés (mandatory 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:

- the project team
  - co-director(s) not employed by the applicant institution
  - the potential replacement director(s)
  - the education specialist(s), where required
- relevant leadership at the host institution (i.e., president, provost, dean, executive director, etc.), confirming the institution's commitment to the project and ensuring that relevant offices will provide timely and effective support
- invited presenters, site-based collaborators, and other consultants scheduled to participate in the institute

Elected government officials (except Tribal leaders writing in their capacity as institutional leaders of a Tribal college or university), NEH staff, and current members of the [National Council on the Humanities](#) may not serve as letter writers.

Name the file letters.pdf.

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

Include all participant evaluations from the most recent iteration of your NEH Institutes, Landmarks, or Seminars program. Evaluations cannot be edited or submitted in a format that replaces the original evaluations received from past program participants.

Name the file evaluations.pdf.

#### **Attachment 7: Subrecipient budget(s) (conditionally required)**

If your project includes subawards, you must provide a separate Research and Related Budget and budget justification for each subrecipient.

Download a [fillable PDF of the Research and Related Budget form](#) from the NEH website for each subrecipient. You must open and complete this form in Adobe Reader 8.0 or higher rather than in your web browser.

Prepare a budget and budget justification for each subrecipient using the [same instructions](#) in this notice, with a few exceptions:

- Enter the subrecipient’s Unique Entity Identifier, organization name, and period of performance start and end date (these fields will not prepopulate).
- For “budget type,” check “Subaward/Consortium.”

If your subrecipients have a federally negotiated indirect cost rate, you must honor it. If they do not have a federally negotiated indirect cost rate, they may negotiate a rate with you consistent with [2 CFR § 200.414](#) or use the de minimis rate.

Rather than attaching related documents (budget justification, additional personnel, additional equipment) to the form itself, you will separately convert each document into a PDF and combine all subrecipients’ budget forms and related documents into a single document. Do not attach portfolios containing multiple PDFs.

NEH cannot accept security-enhanced PDFs (e.g., XFA files, PDFs that include password-protection, encryption, digital signatures). Remove these features (or “flatten” these files) before merging them into a single PDF and uploading it to the [Attachments Form](#).

Name the file subrecipient.pdf.

**Attachment 8: 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, provide a copy of the agreement. If applicable, provide the indirect cost rate agreements for subrecipients claiming indirect costs. If you and your subrecipients are requesting the de minimis rate, you do not need to submit this attachment.

Name the file agreement.pdf.

**Attachment 9: Explanation of delinquent federal debt (conditionally required)**

If your organization is delinquent in the repayment of any federal debt, explain why. Provide evidence that you have entered into a repayment agreement with the Internal Revenue Service, if applicable, 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.

**Application Components: Grants.gov Forms**

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

This form requests basic information about your institution, the proposed project, and key contacts. Items 1, 2, and 4 will be automatically filled in; leave item 3 blank.

**5. Applicant Information**

a-d. Provide your organization’s legal name, address, and web address. Select the applicant type that best describes your organization from the drop-down menu.

e-f. Provide your organization's employer/taxpayer identification number (EIN/TIN), and Unique Entity Identifier assigned by the [System for Award Management](#). If you do not know your identifier, contact your grant administrator or chief financial officer. See [D3. Unique Entity Identifier and System for Award Management](#).

g. Provide your [congressional district](#) with your two-character state abbreviation followed by your three-character district number. For example, if your institution is located in the 5th congressional district of Alabama, enter "AL-005." If your institution is in a state or U.S. jurisdiction that does not have districts, enter "000" in place of the district number. If your institution is outside the U.S., enter "00-000."

## **6. Project Information**

a. Provide your project's title. It should be brief (no more than 125 characters, including spaces), descriptive of the project, and easily understood by the general public. If NEH funds your project, the agency may retitle your project for clarity in internal and external communications, including the public announcement of awards. Regardless, you may use your preferred title when carrying out the project.

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

c. State your project's period of performance start and end dates. 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 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. You must notify the NEH Office of Grant Management immediately if you need to change project directors.

If the project director is not employed by the applicant organization, you 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/Grant 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 and primary contact/grant administrator must not be the same person.**

The grant administrator (also called the "institutional grant administrator") functions as the representative of the recipient organization. This individual should have authority to act on the organization's behalf in matters related to the administration of the award. The institutional grant administrator must sign or countersign financial reports and prior approval requests such as budget revisions, extensions to the period of performance, and changes in key personnel.

NEH will address official correspondence (for example, the offer letter or Notice of Action) to the institutional grant administrator and copy 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 institution’s president, vice president, executive director, board chair, provost, or chancellor. The institution’s Grants.gov E-Business Point of Contact must designate the AOR. See 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 your institution type from the drop-down menu.

### **3. Project Funding**

Enter the amount requested under “Outright Funds.” Do not enter anything under “Federal Match” or “Cost Sharing.”

### **4. Application Information**

Indicate whether you or others will submit complementary proposals to other NEH programs, government agencies, or private entities. If so, specify when and to whom. NEH will not consider this information when evaluating the merits of your proposal. 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. If applicable, select the project’s secondary and tertiary disciplines.

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

Provide the primary location and any other locations where you will conduct project activities during the period of performance.

Enter [congressional districts](#) using the two-letter state abbreviation followed by your three-character district number. For example, if your institution is in the 5th congressional district of Alabama, enter “AL-005.” If your institution is in a state or U.S. jurisdiction that does not have districts, enter “000” in place of the district number. If your institution is outside the U.S., enter “00-000.”

The form has space for 300 sites. If your project includes additional locations, list them in a separate document. Save the document as a PDF named additionallocations.pdf and attach it under “Additional Locations.”

### **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 the [SF-424](#)

[Application for Federal Assistance - Short Organizational form](#) prior to completing your Research and Related Budget.

Complete a single detailed budget for each 12-month span of the period of performance. The form will generate a cumulative budget.

The form indicates required fields in yellow. Round all costs to the nearest whole dollar. The inclusion of a cost category on the Research and Related Budget form does not automatically indicate that an expense is allowable in this program. See [D6. Funding Restrictions](#) to ensure that proposed costs are allowable.

If you provide voluntary cost share, do not include it on the Research and Related Budget form. You may describe it in your [budget justification](#).

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

You should only include your own employees under [A. Senior/Key Person](#) and [B. Other Personnel](#). Include team members in leadership roles in the project under [A. Senior/Key Person](#). Include other team members under [B. Other Personnel](#). Include costs for non-employees under [F3. Consultant Services](#) or [F5. Subawards/Consortium/Contractual Costs](#), as appropriate.

If you charge indirect costs to the project, you must not charge the same costs to the project as direct costs. See [H. Indirect Costs](#).

## **Introductory Fields**

Your [SF-424 Application for Federal Assistance - Short Organizational](#) form should pre-populate introductory fields. If not pre-populated, indicate your organization's Unique Entity Identifier, name, and the period of performance. This should match the information you provide on your SF-424 Application for Federal Assistance - Short Organizational. Your period of performance must start on the first day of the month and end on the last day of the month. For budget type, check "project."

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

Include personnel who are employed by the applicant institution in leadership roles on the project. Do not include collaborators at other institutions or consultants, as you will include them in [F. Other Direct Costs](#).

Enter the base salary (annual compensation) for each senior/key person and identify the number of months they will devote to the project. If you do not include base salaries, your award may be delayed.

Many non-academic institutions organize their budgets using calendar months. If your organization does not differentiate between academic and summer months, use only the calendar months column.

If your organization follows an academic calendar, you may differentiate levels of effort by using the academic and summer months columns. You may use both columns if your institutional policy requires separate accounting for academic and summer months. If your institution does

not use a nine-month academic year and 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 you provide in addition to salaries and wages. Fringe benefits may include the costs of leave (e.g., vacation, family-related, sick, or military), employee insurance, pensions, and unemployment benefit plans.

Requested salaries and wages must comply with [2 CFR §§ 200.430](#) and [.466](#) and fringe benefits must comply with [2 CFR § 200.431](#).

The form will calculate the requested salary and fringe benefits for each key person.

The form has space for up to eight people. If you request funds for additional key personnel, 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 additional senior/key persons in the "Total Funds requested for all Senior/Key Persons in the attached file" field.

## **B. Other Personnel**

Include personnel employed by the applicant institution who will play a supporting role on the project. For each project role, identify the number of personnel proposed, the total number of months, total salary, and total fringe benefits requested as described in [A. Senior/Key Person](#). The form will calculate the requested salary and fringe benefits for each group.

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

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

As a matter of programmatic policy, tuition remission is not allowed in this program.

### **Administrative/Clerical**

In most circumstances, you should include the salaries of administrative, secretarial, or clerical staff as indirect costs (see [H. Indirect Costs](#)). Per [2 CFR § 200.413\(c\)](#), you may charge salaries for administrative or clerical staff as direct costs only if they meet the following conditions:

- The administrative or clerical services are integral to a project or activity.
- The individuals can be specifically identified with the project or activity.
- You explicitly include these costs in your budget or have prior written approval from NEH.
- You do not recover the costs as indirect costs.

If you include administrative or clerical salaries in your budget as direct costs, describe how direct charging meets all four conditions in your [budget justification](#). NEH may request additional information to assess if proposed costs are allowable.

### **Additional Other Personnel**

List additional project roles, if applicable. The form has space for six named roles. If you have more, combine project roles on the form and explain in your [budget justification](#).

Requested salaries and wages must comply with [2 CFR §§ 200.430](#) and [.466](#) and fringe benefits must comply with [2 CFR § 200.431](#).

Do not list collaborators at other institutions or consultants here, as you will include them in [F. Other Direct Costs](#).

### **C. Equipment Description**

Equipment is nonexpendable personal property costing \$5,000 or more per item 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 purchase equipment if analysis demonstrates that it is more economical and practical than leasing. You may charge depreciation in compliance with [2 CFR § 200.436](#). If you lease equipment, include equipment rental/user fees in [F. Other Direct Costs](#).

Per [2 CFR § 200.322](#), you should preference goods, products, and materials produced in the United States purchased or acquired under a federal award. If NEH funds your project, you must include the requirements of this section in all subawards, contracts, and purchase orders for work or products.

List each item of equipment you plan to purchase and its estimated cost, including shipping and maintenance. Include supporting information, such as a price quote, in your [budget justification](#).

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

The form will calculate total equipment costs.

### **D. Travel**

Enter the total funds you are requesting for both domestic travel (local and long-distance) and foreign travel (including travel to Canada and Mexico). Detail costs for each trip in your [budget justification](#). **If you make non-refundable travel arrangements, it is at your own risk. You cannot charge cancelled travel to your award.**

Travel costs must comply with [2 CFR § 200.475](#) and the [General Terms and Conditions for Awards to Organizations](#). NEH uses the General Services Administration's [published per diem rates](#) to assess if proposed travel costs are reasonable.

You may not use NEH funds to attend regularly occurring professional meetings unless the purpose of attending is to disseminate project-related findings.

Include travel costs for participants in [E3](#) and travel costs for consultants in [E3](#).

The form will calculate total travel costs.

## E. Participant/Trainee Support Costs

Participants are the beneficiaries, not the providers, of a service or training opportunity (such as a workshop, conference, seminar, or symposium) funded by a federal award.

[2 CFR § 200.1](#) defines participant support costs as 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.

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

Include supporting information in your [budget justification](#). **If you or your participants make non-refundable travel arrangements, it is at your own risk. You cannot charge cancelled travel to your award.**

If you claim indirect costs, exclude participant support costs from the MTDC base. The form will calculate total participant support costs.

### 1. Tuition/Fees/Health Insurance

Leave this field blank.

### 2. Stipends

Stipends compensate participants for their time commitment and help 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). While project directors may need to use NEH funds to make initial deposits to secure such arrangements, participants use their stipends to cover these costs. Project teams must not reduce participant stipends for project-related activities, lodging, and meal costs without prior approval.

NEH determines stipend amounts 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.

NEH expects participants to attend the entire institute on a full-time basis. If a participant is obliged through special circumstances to miss any part of the institute, you must ensure that the participant receives only a pro rata share of the stipend or returns the appropriate pro rata share of the stipend if you have already paid the full stipend.

Enter the requested funds for participant stipends.

### 3. Travel

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

### 4. Subsistence

Recipients may request funds for food and beverages to be consumed by participants during working lunches or dinners during the institute, as well as for meals for participants if vendors are inaccessible during the scheduled program, such as during a field trip at a remote location. If you are requesting subsistence funds, you must explain them in your budget justification.

### 5. Other

Describe other participant support costs (e.g., local ground transportation to venues, admission fees) and enter the requested funds. Provide additional information in your [budget justification](#).

### Number of Participants/Trainees

Enter the number of participants. The minimum number of participants for an Institute is 25; the maximum is 36.

### F. Other Direct Costs

The form will calculate total other direct costs.

#### 1. Materials and Supplies

Enter the requested funds for materials and supplies that cost less than \$5,000 per item, regardless of its useful life, unless your organization has established a different capitalization level. See [2 CFR §§ 200.314](#) and [.453](#).

#### 2. Publication Costs

Enter the requested funds for publication costs, including 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 requested funds for consultant services. If your project includes an external advisory committee, include associated costs here.

Examples of consultants may include:

- **A project director or co-director not employed by the applicant institution.** If the director or co-director is not employed by the applicant institution, you 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.
- **Project faculty.** Base payments on faculty's roles 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).** Budget compensation for those who spend a brief period with participants proportionally and in compliance with [2 CFR §§200.430](#) and [.431](#) (or [.459](#), if applicable) and your institution's written procedures.

- **Members of the participant selection committee (other than a project director).** Budget up to a \$250 honorarium.

Consultant fees must comply with [2 CFR § 200.459](#).

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

Enter the requested funds for ADP/computer services, including computer-based retrieval of scientific, technical, and education information. Include personal computers and accessories under [Materials and Supplies](#). If a third party will provide these services, include them in [Subawards/Consortium/Contractual Costs](#).

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

Enter the total funds you are requesting (both direct and indirect costs) for activities third parties will perform.

Per [2 CFR §§ 200.1](#) and [.331\(a\)](#), a subaward is an award you issue to a subrecipient to carry out part of your federal award. Subawards do not include payments to contractors (as defined in [2 CFR §§ 200.1](#) and [.331\(b\)](#)) or payments to individuals who are beneficiaries of federal programs.

You may provide a subaward through any form of legal agreement, including an agreement you consider a contract. The substance of the relationship between a passthrough entity and a third party is more important than the form of the agreement when determining if the third-party functions as subrecipient or contractor. See [2 CFR § 200.331\(c\)](#).

NEH may request additional information to assess if proposed costs are reasonable and allowable. See [2 CFR §§ 200.331](#) and [.332](#).

If your budget includes subawards, you must submit a separate Research and Related budget and budget justification for each subrecipient. See [Attachment 7: Subrecipient Budget\(s\)](#).

If a subrecipient claims indirect costs, include its federally negotiated indirect cost rate agreement in [Attachment 8: Federally negotiated indirect cost rate agreement](#). You do not have to include an agreement for any subrecipient that requests the 10% de minimis rate.

See [F2. Administrative and National Policy Requirements](#) for additional information on monitoring subrecipients' performance. [Learn more about managing subawards](#).

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

Enter the requested funds for rental fees for equipment and facilities.

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

If you will host a conference, you may rent facilities per [2 CFR § 200.432](#). If you rent facilities under a "less-than-arm's-length" lease, you must comply with [2 CFR § 200.465\(c\)](#).

Federally funded meetings and conferences must take place 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 fire code compliant hotels.

## 7. Alterations and Renovations

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

## 8-10. Other

List items you have not included in other previous categories or in the indirect cost pool. “Other” project-specific costs may include fees for promotion, acquisition, rights, evaluation and assessment, and accessibility accommodations (e.g., audio description, sign-language interpretation, closed or open captioning, large-print brochures/labeling). “Miscellaneous” and “contingency” are not acceptable budget categories.

Per [2 CFR § 200.432](#), allowable conference costs include speakers’ fees, costs of meals and refreshments, and other incidental items. You must exercise discretion and judgment to ensure that costs are appropriate, necessary, and managed in a manner that minimizes costs to the award.

Food is only allowable when vendors are unavailable during the scheduled program. You may not use federal funds for meals or refreshments at receptions or networking events. If participants receive complimentary meals or refreshments during meetings, conferences, training, or other events while on NEH-supported travel, you must reduce the per diem you charge to the award. Per [2 CFR § 200.423](#), you may not use federal funds for alcoholic beverages.

## G. Total Direct Costs

The form will calculate total direct costs.

## H. Indirect Costs

Indirect costs are costs your institution incurs for common or joint objectives and that you cannot readily identify with a specific project or activity. Indirect costs include such expenses as the depreciation on buildings, equipment, and capital improvements; operations and maintenance expenses; accounting and legal services; and salaries of executive officers.

You do not have to claim indirect costs, but if you do, calculate the amount you may request by multiplying the applicable indirect cost rate by the distribution base, which is typically the project’s modified total direct costs (MTDC).

Per [2 CFR § 200.1](#), MTDC are 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 over \$25,000.**

Review your institution’s negotiated indirect cost rate(s) to ensure you are using the most appropriate rate for your project. Many institutions of higher education negotiate multiple rates, such as “research,” “instruction,” and “other sponsored activities.” An institution’s “research” rate is not the appropriate rate for inclusion in NEH project budgets, except in rare cases, since it is reserved for projects involving scientific research, not scholarly inquiry of the type most often supported by NEH.

Except as provided in [2 CFR § 200.414\(c\)\(1\)](#), NEH must use the negotiated rate(s) in effect at the time it issues your award and will not adjust the rate(s) throughout the life of your award. NEH will not adjust your award amount due to changes to your negotiated rates.

If an educational institution does not have a negotiated rate with the federal government when NEH issues an award (because it is a new recipient or the parties cannot reach agreement on a rate), but has a provisional rate, NEH must use the provisional rate until a final cost is negotiated and approved by the cognizant agency, except as provided in [2 CFR § 200.414](#). If the recipient fails to negotiate an indirect cost rate applicable to the period of performance within the period of performance, NEH may disallow indirect costs.

If your organization does not have a federally negotiated indirect cost rate, you may:

- submit an indirect cost proposal to your cognizant federal agency to negotiate a rate within three months of your award's period of performance start date; or
- charge a de minimis rate of 10% applicable to MTDC (see [2 CFR § 200.414\(f\)](#))

If you choose one of these options, indicate this under [Indirect Cost Type](#). If you do not choose either of the above options, you may only charge costs that are allocable, allowable, and reasonable to the award.

Include a copy of your federally negotiated indirect cost rate agreement, along with subrecipient agreements, as [Attachment 8: Federally negotiated indirect cost rate agreement](#), if applicable.

Reference [NEH's General Guidance on Calculating Indirect Costs](#) for more information.

If NEH is your cognizant agency, reference [Guidance for Negotiating an Indirect Cost Rate Agreement with NEH](#).

### **Indirect Cost Type**

Enter the type of indirect cost rate (e.g., "other sponsored activities," "all programs," "instruction," "10% de minimis") and base (e.g., "MTDC," "salaries," "salaries & fringe") and whether the activity and rate are on- or off-site. If your budget includes more than one indirect cost rate or base, list them as separate entries (i.e., if your project includes activities that occur both on and off campus). If you do not have a current indirect rate agreement, but intend to negotiate one, write "None-will negotiate" and provide additional detail in your [budget justification](#).

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

Enter the most recent indirect cost rate(s) established with your cognizant federal agency (or the 10% de minimis 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 the indirect cost base.

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

Enter the requested funds for each indirect cost type.

## **Total Indirect Costs**

The form will calculate total indirect costs.

## **Cognizant Federal Agency**

Enter the name of your cognizant federal agency and a point of contact, if applicable.

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

The form will calculate total project costs. Total project costs should not exceed \$220,000.

## **J. Fee**

Leave this field blank.

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

The form will calculate this field, which will be the same amount as [I. Total Direct and Indirect Costs](#).

## **L. Budget Justification**

You must provide a budget justification to support your project. Specifically describe how each item supports your proposed objectives, detail how you calculated all costs, and provide supporting documentation. Organize your budget justification using the section headings on the Research and Related Budget.

If you provide voluntary cost share, you may describe it in the budget justification to contextualize the project. Do not include voluntary cost share on the Research and Related Budget form.

Save the document as a PDF named justification.pdf. Attach only one file to the Research and Related Budget form. Do not use your budget justification to expand your narrative.

### **A. Senior/Key Person: Budget Justification**

Detail the salary and wages you will pay to each Senior/Key Person. Provide their names and briefly describe their roles in and suitability to the project. Identify the fringe benefit rate and explain the base for each person. If your organization follows an academic calendar, explain any differences in compensation between academic and summer months.

### **B. Other Personnel: Budget Justification**

List names (if known), roles, months, and requested salary and fringe benefits for other personnel, including post-doctoral associates, graduate students, undergraduate students, and administrative/clerical personnel.

If your budget includes administrative/clerical personnel, describe how they meet the [four conditions](#) for inclusion as a direct cost.

### **C. Equipment Description: Budget Justification**

Detail the number and unit cost for each item and explain how you determined these figures. Provide vendor quotes or price lists, if applicable.

#### **D. Travel: Budget Justification**

For each trip, provide the name of the key personnel or employee(s) (if known), explain the purpose of the trip, and specify the points of origin and destination. Break out the costs of transportation, lodging, per diem, and any other associated expenses. Explain how you determined these figures. You must justify each trip separately, except for recurring local trips, which you may group together.

For local travel, include the mileage rate, number of miles, reason for travel, and staff members completing the travel. For long-distance travel, calculate per diem amounts for meals and lodging consistent with written institutional policy. You must use the lowest available commercial fares for coach or equivalent accommodations. **If you make nonrefundable travel arrangements, it is at your own risk. You cannot charge cancelled travel to your award.**

#### **E. Participant/Trainee Support Costs: Budget Justification**

Describe how you calculated participant stipends, subsistence, and other costs. If you include subsistence costs, explain when during the program they would be incurred and why vendors are inaccessible during that portion of the program.

**Participant travel costs are not allowable with this award: participants must make their own travel arrangements, and may use their stipends to help defray those costs.**

#### **F. Other Direct Costs: Budget Justification**

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

Indicate general categories (e.g., personal computers, digital cameras, archival supplies). Provide a total for each category. Itemize categories totaling \$1,000 or more and provide vendor quotes or price lists, if applicable.

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

Indicate print runs and justify costs, including vendor quotes, if applicable.

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

Identify each consultant, describe the services they will perform, specify the amount of time they will devote to the project across the period of performance, outline travel costs, and provide total costs. If applicable, include consultants' proposals.

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

Itemize the cost for each service and include established service rates, if applicable.

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

List the costs of project activities to be undertaken by third parties. Identify each third party by name, describe its role in the project, the activities it will carry out, and the associated costs. For each entry, designate the third party as either a subrecipient (who receives a subaward) or a contractor (who receives a contract).

For each contractor, itemize costs using the same categories as the Research and Related Budget and provide relevant supporting documents.

You will submit a Research and Related budget and budget justification for each subrecipient, which you will include in [Attachment 7: Subrecipient budget\(s\)](#).

6. Equipment or Facility Rental/User Fees

Identify and justify each rental fee. Provide relevant supporting documentation.

7. Alterations and Renovations

Leave this blank.

8. Other Costs

Itemize, describe, and justify any other direct costs. Include supporting documentation. “Miscellaneous” and “contingency” are not acceptable budget categories.

**H. Indirect Costs: Budget Justification**

If you include indirect costs in your project budget, identify the rate(s), explain the base(s), and describe any exclusions.

**Attachments Form**

You will upload your [Attachments](#) to Grants.gov using this form. The form accommodates up to fifteen attachments. **Attachments must be in Portable Document Format (.pdf).** Convert all non-PDF files (i.e., Word, Excel, images) to PDFs. If an attachment contains multiple documents, merge them into a single file, not a PDF portfolio. Be aware that, occasionally, converting a document to PDF may alter its size. Do not attach files that have been password-protected, encrypted, or digitally signed. You must remove all such security features before attaching your files. Failure to do so may result in your application being rejected.

Do not attach portfolios containing multiple PDFs.

Consult the [Application Components Table](#) to name and sequence your attachments so that NEH can easily identify them. Grants.gov may reject your application if:

- file names exceed 50 characters
- multiple files have the same name
- file names include characters other than the following: A-Z, a-z, 0-9, underscore, hyphen, space, period, parentheses, curly braces, square brackets, ampersand, tilde, exclamation point, comma, semicolon, apostrophe, at sign, number sign, dollar sign, percent sign, plus sign, and equal sign

Grants.gov may accept and validate your application even if you are missing required components or have formatted them incorrectly. You must ensure that you have formatted, attached, and submitted all required components correctly. If you have not, NEH may reject your application as incomplete or nonresponsive.

Learn about [Adobe software compatibility with Grants.gov](#) and ensure that you can use your version of Adobe Acrobat Reader to download, complete, and submit your application.

**Certification Regarding Lobbying (required for recipients)**

If you request more than \$100,000, you must submit the Certification Regarding Lobbying before NEH issues your award. Add this form to your application package in Grants.gov and it

will autofill based upon information provided on the [SF-424 Application for Federal Assistance - Short Organizational](#).

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

If you have or will use non-federal funds for lobbying, you must submit Standard Form-LLL, “Disclosure of Lobbying Activities” before NEH issues your award. Add this form to your application package in Grants.gov. See [2 CFR § 200.450](#).

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

Before applying, your organization must register with the [System for Award Management \(SAM\)](#) and [Grants.gov](#). [Learn more about this multistep process](#).

**NEH encourages organizations with SAM registrations to check the validation of their UEI well in advance of the deadline to ensure that they are accurate, current, and active.** If your SAM registration is not active and current at the time of Grants.gov submission, NEH will reject your application.

Allow several weeks to register with SAM and Grants.gov. NEH will not waive the online submission requirement or extend the application deadline to allow additional time for you to complete registration with SAM or Grants.gov.

### **Login.gov**

If you have not already done so, you must create a [Login.gov](#) user account to register and log in to SAM and Grants.gov. Login.gov is a secure sign-in service used by the public to sign in to participating government agencies. [Create and link your account now](#).

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

Your organization must register with the [System for Award Management \(SAM\)](#) and maintain an active SAM registration with current information while you have an active federal award or a pending application with a federal agency. See [2 CFR § 25.110](#) for exceptions. SAM will assign your organization a [Unique Entity Identifier](#).

When registering or renewing in SAM, the system will prompt you to review and agree to financial assistance certifications and representations, as required by [2 CFR § 200.209](#).

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.

[Check the status of your SAM.gov registration](#).

Contact the [Federal Service Desk](#) if you have questions.

### **Grants.gov**

You must register with [Grants.gov](#) using your Login.gov credentials before applying. 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 and create an [Organizational Applicant Profile](#), Grants.gov will email your E-Business Point of Contact to assign the appropriate roles to individuals within your organization. This includes the authorized organization representative (AOR), who will give you 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 AOR is current.

Contact [Grants.gov Applicant Support](#) or consult the [Grants.gov Online User Guide](#) and its [library of instructional videos](#) if you have questions.

## 4. Submission Dates and Times

### Drafts

You may submit draft application materials for review by January 5, 2024 at 11:59 p.m. Eastern Time. **Program officers will not review late drafts.**

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 14, 2024, at 11:59 p.m. Eastern Time.

Applications must be complete, comply with length and formatting requirements, and be validated by Grants.gov under the correct funding opportunity prior to the deadline to be considered under this notice. See the [late submission policy](#) for the limited situations when NEH might accept an application submitted after the deadline.

It is your responsibility to confirm that Grants.gov and subsequently NEH have received your application. [Check your Grants.gov application status](#). eGMS, NEH's online grant management system, will send you an automatically generated email upon receipt of your proposal.

When NEH receives your application, the agency will assign it a tracking number beginning with EH- (for Higher Education) or ES- (for K-12). A tracking number does not guarantee that your application is free of technical problems (such as missing attachments or failure to convert attachments to PDFs). If your files are not correctly formatted, eGMS will reject your application and notify you by email. eGMS cannot detect errors such as missing components or excess pages.

NEH recommends you submit your application at least 48 hours prior to the deadline so you have time to correct technical errors eGMS identified or you discover. It is your responsibility to correct errors prior to the deadline.

NEH will not comment on the status of your application except regarding matters of eligibility, completeness, and responsiveness.

## 5. Intergovernmental Review

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

## 6. Funding Restrictions

You may not use awards made under this notice 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
- tuition fees for participants or student assistants (At the discretion of the applicant institution, continuing education, graduate, or in-service credit may be awarded to K-12 participants who seek them. If fees or tuition must be charged, they should be charged directly to those participants wishing to receive credit and should be fixed at the lowest possible rate. Such fees should not be deducted from the participants’ stipends.)
- commercial, for-profit, or proprietary textbook research or revision
- costs for activities performed by federal entities or personnel
- 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; the creation or performance of art; creative writing, autobiographies, memoirs, and creative nonfiction; policy studies; and social science research that does not address humanistic questions and/or utilize humanistic methods

See [2 CFR 200 Subpart E - Cost Principles](#) for other unallowable costs.

## 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

(aligns with narrative sections [intellectual content and significance](#), [format and program of study](#), and [project team](#))

- To what extent is the topic significant for humanities scholarship and teaching?
- How clear and persuasive is the explanation of intellectual content and significance?
- 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?
- **For previously funded projects only:** To what extent does the application improve upon (as appropriate) the project's intellectual quality?

## 2. Program design and feasibility

(aligns with narrative sections [format and program of study](#), [project team](#), [institutional resources](#), and [participants and follow-up](#))

- How well do the institute's duration, meeting dates, and format 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?
- **For previously funded projects only:** To what extent does the application improve (as appropriate) the project's design and feasibility?

## 3. Impact

(aligns with narrative sections [format and program of study](#), [project team](#), [institutional resources](#), and [participants and follow-up](#))

- 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?
- **For previously funded projects only:** To what extent does the application improve upon (as appropriate) the project's impact?

## 2. Review and Selection Process

NEH staff review all applications for eligibility, completeness, and responsiveness. The agency then conducts a peer review process for all applications that pass this initial screening.

Peer reviewers are experts in their fields with knowledge and expertise relevant to the activities that the program supports. NEH instructs peer reviewers to evaluate applications according to the [review criteria](#) in this notice. Peer reviewers must comply with federal ethics rules governing conflicts of interest.

NEH program officers supplement the peer reviewers' comments to address matters of fact or significant points that the peer reviewers have overlooked. They then make funding recommendations to the [National Council on the Humanities](#). The National Council meets at least twice each year to review applications and advise the NEH Chair. By law, the Chair has the sole authority to make final funding decisions.

Following NEH's public announcement of funded projects, you may request copies of the peer reviewers' evaluations of your proposal by contacting [institutes@neh.gov](mailto:institutes@neh.gov).

[Learn more about the NEH review process.](#)

[Apply to be a peer reviewer for NEH.](#)

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

Following the Chair's initial selection of applications for support, the NEH Office of Grant Management (OGM) conducts a risk assessment for selected applications. OGM will consider the applicant's past performance, if applicable; analyze the project budget; assess the applicant's management systems; confirm the applicant's continued eligibility; and evaluate compliance with [public policy requirements](#). This assessment guards against the risk that federal financial assistance might be wasted, used fraudulently, or abused.

OGM may request that you submit additional programmatic or administrative information (such as an updated budget or supporting documentation) or undertake certain activities (such as negotiating an indirect cost rate) in anticipation of an award. Such requests do not guarantee that NEH will make an award.

After completing its risk assessment, NEH will determine whether making an award would be consistent with the agency's risk management policy, whether it must impose any special terms and conditions, and what funding level is appropriate. NEH may elect not to issue awards to applicants with management or financial instability that affects their ability to comply with the terms and conditions of the award ([2 CFR § 200.206](#)).

Award decisions are discretionary and are not appealable to any federal official or board.

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

NEH will notify you of funding decisions by email in August 2024. This is not an authorization to begin performance or incur related costs.

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

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

If NEH selects your application for an award, the NEH Office of Grant Management will send award documents to the institutional grant administrator and project director through eGMS Reach beginning in September 2024.

[Learn more about managing an NEH award.](#)

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

Each award is subject to [2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#), the [General Terms and Conditions for Awards to Organizations \(for grants and cooperative agreements issued January 1, 2022 or later\)](#), and any specific terms and conditions that NEH places on the award in the Notice of Action.

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

By applying, you certify that neither your institution nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

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

If you cannot attest to the statements in this certification, explain why not in [Attachment 9: Explanation of delinquent federal debt](#).

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

NEH strives to make the products of its awards available to the broadest possible audience by providing ready and easy access to its grant products to scholars, educators, students, and the American public. All other considerations being equal, NEH gives preference to projects that provide free access to the public.

You must comply with [Section 504 of the Rehabilitation Act of 1973](#), which prohibits 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**

Subject to applicable law, you may copyright work that you develop or acquire 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 excerpts of grant products in [Humanities](#) magazine or on its website.

### **Acknowledging NEH support**

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.

### **Subrecipient monitoring requirements**

Per [2 CFR § 25.300](#), you may only issue subawards with federal funds to organizations that have obtained and provided their 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](#).

You must monitor your subrecipients to ensure that they use their subawards for authorized purposes; comply with federal statutes, legislative requirements, regulations, and the terms and

conditions of the subaward; and achieve their performance goals. You must ensure that your subrecipients track, appropriately use, and report program income generated by the subaward. See [2 CFR § 200.332](#) for information that you must include in subaward agreements.

[Learn more about managing subawards.](#)

## **Program income**

If your NEH-supported activities generate income during the period of performance, you must use it for additional approved project-related activities. See [2 CFR § 200.307](#) for income that you generate after the period of performance.

## **Principles of Civility for Professional Development Programs**

NEH expects you to encourage an ethos of openness and respect and to uphold the basic norms of civil discourse. Review the [Principles of Civility for Professional Development Programs](#).

## **Eliminate waste, fraud, and abuse**

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

## **Termination**

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

## **3. Reporting**

If you receive an award, you must complete required reports in eGMS Reach, the NEH online grant management system, unless otherwise instructed. NEH will provide further information in the Notice of Action.

1. **Federal Financial Report(s).** You must submit the Federal Financial Report (SF-425) annually.
2. **Performance Progress Report(s).** You must submit a performance progress report annually. The “Goals & Progress” section asks for a summary of your goals; a description of what you have achieved; and, if relevant, what tasks remain to complete the project. This section must align with the objectives and outputs you identify in your application. When you complete the report, or at any time during the period of performance, you may also add the project results using the Products and Prizes tab in eGMS Reach.
3. **Final Reports.** You 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 progress on program-specific goals; impact of the overall project; the degree to which you achieved the mission, goals, and strategies outlined in the approved application; your objectives and accomplishments; barriers encountered; and your overall experiences during the period of performance.
4. **Participant Selection Report.** Recipients must submit a report detailing the selection of participants for the institute in June 2025.

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  
202-606-2324  
[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  
202-606-8494  
[grantmanagement@neh.gov](mailto:grantmanagement@neh.gov)

If you are deaf or hard of hearing, you can contact NEH using telecommunications relay at 7-1-1.

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](#)  
U.S. calls: 1-800-518-4726  
International calls: +1-606-545-5035  
[support@grants.gov](mailto:support@grants.gov)

Always obtain a case number when calling for support.

## **H. Other Information**

### **Related funding opportunities**

You may also find related funding opportunities with your state or jurisdictional humanities council. As mandated by Congress, 40% of the NEH's budget supports these councils, which play a critical role in supporting the NEH's mission and goals at a local, grassroots level. Contact

information for each council can be found here: <https://www.neh.gov/about/state-humanities-councils>.

If you are seeking support for a series of one-week professional development workshops for K-12 educators, higher education faculty, and humanities professionals focused on the study of sites, areas, or regions of historic and cultural significance and incorporating place-based teaching and learning in the humanities, you should apply to the [Landmarks of American History and Culture](#) program, also in the Division of Education Programs.

If you are seeking support for training programs for scholars, humanities professionals, and advanced graduate students with a primary focus on learning about new digital tools, approaches, and technologies, you should apply to the [Institutes for Advanced Topics in the Digital Humanities](#) program offered by the Office of Digital Humanities.

## **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 an application. This estimate includes time for reviewing instructions; researching, gathering, and maintaining the information needed; and completing and reviewing the application. Time needed may vary from program to program.

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.