



NATIONAL ENDOWMENT FOR THE HUMANITIES

NOTICE OF FUNDING OPPORTUNITY

Funding Opportunity Title:
NEH - Mellon Fellowships for Digital Publication

Funding Opportunity Number: 20210428-FEL

Funding Opportunity Type: New

Federal Assistance Listing Number: 45.160

Application Due Date:
April 28, 2021

**Ensure your Grants.gov registration and password are current.
NEH will not grant deadline extensions for lack of registration.**

Division of Research Programs
Telephone: 202-606-8200
Email: fellowships@neh.gov
TTY: 800-877-8399

OMB control number 3136-0134, expiration date June 30, 2021.

Executive Summary

The National Endowment for the Humanities (NEH) Division of Research Programs is accepting applications for the NEH - Mellon Fellowships for Digital Publication program. The purpose of this program is to support individual scholars pursuing significant humanities projects that require digital expression and digital publication. NEH - Mellon Fellowships for Digital Publication provide recipients time to conduct research, prepare publications, and develop and incorporate multimedia components using existing technologies and platforms. Anticipated products must be published in digital form and include, but are not limited to, monographs, peer-reviewed articles, websites, virtual exhibitions, translations with annotations or a critical apparatus, or critical editions resulting from previous research.

Funding Opportunity Title:	NEH - Mellon Fellowships for Digital Publication
Funding Opportunity Number:	20210428-FEL
Federal Assistance Listing Number (CFDA):	45.160
Application Due Dates:	April 28, 2021, 11:59 p.m. Eastern Time
Anticipated Announcement:	December 2021
Anticipated Total Annual Available FY 22 Funding:	Approximately \$480,000
Estimated Number and Type of Awards:	Approximately 8 grants (approximately 11% of applications received)
Funding Range:	\$30,000 - \$60,000
Cost Sharing Required:	No
Period of Performance:	6 - 12 months, starting as early as January 1, 2022 and no later than September 1, 2022.
Eligible Applicants:	Individuals See C. Eligibility Information .
Program Resource Page:	https://www.neh.gov/grants/research/neh-mellon-fellowships-digital-publication
Pre-Application Webinar:	Pre-Application Technical Assistance Webinar February 4, 2021 at 2:00 p.m. Eastern Time

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A. Program Description

1. Purpose

Through NEH - Mellon Fellowships for Digital Publication, the National Endowment for the Humanities and The Andrew W. Mellon Foundation jointly support competitive awards granted to individual scholars pursuing interpretive research projects that require digital expression and digital publication. To be considered under this opportunity, an applicant's plans for digital publication must be integral to the project's research goals. That is, the project must be conceived as digital because the research topics being addressed and methods applied demand presentation beyond traditional print publication. Competitive submissions embody exceptional research, rigorous analysis, and clearly articulate a project's value to humanities scholars, general audiences, or both.

NEH - Mellon Fellowships provide recipients time to conduct research and prepare digital publications. Successful projects will likely incorporate images, video, audio, manipulable elements, and/or other multimedia materials or flexible reading pathways that could not be included in traditionally published books, as well as an active distribution plan. Anticipated products must be published in digital form and include, but are not limited to, monographs, peer-reviewed articles, websites, virtual exhibitions, translations with annotations or a critical apparatus, or critical editions. Projects may be at any stage of development.

NEH invites research applications from scholars in all disciplines of the humanities and related subfields of the social sciences, and it encourages submissions from independent scholars and junior scholars.

Examples of previously funded NEH - Mellon Fellowships for Digital Publication may be viewed [here](#).

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

2. Background

This program is authorized by [20 U.S.C. §956, et seq.](#) Awards are subject to the [NEH Fellowships and Awards for Faculty Terms and Conditions](#).

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

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

NEH Areas of Interest

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

“A More Perfect Union”: NEH Special Initiative Advancing Civic Education and Commemorating the Nation’s 250th Anniversary

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

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

B. Federal Award Information

1. Type of Application and Award

NEH seeks new applications in response to this notice. Previously rejected applications may be revised and resubmitted.

NEH will provide funding in the form of grants.

2. Summary of Funding

Approximately \$480,000 is expected to be available to fund up to eight recipients.

The actual amount available will not be determined until enactment of the final FY 2022 federal budget. This program notice is subject to the appropriation of funds, and is a contingency action taken to ensure that, should funds become available for this purpose, applications can be processed and funds awarded in a timely manner.

Applicants may request a period of performance of no less than six and up to twelve months at a stipend of \$5,000 per month. The minimum stipend is \$30,000 for six months and the maximum stipend is \$60,000 for twelve months.

The period of performance must be **full-time** and **continuous**. Teaching and administrative assignments or other major activities may not be undertaken during the period of performance.

You should request a period of performance that suits your schedule and the needs of your project. Requesting a period shorter than twelve months will not improve your chance of receiving an award.

Recipients may begin their periods of performance as early as January 1, 2022, and as late as September 1, 2022.

C. Eligibility Information

1. Eligible Applicants

The NEH - Mellon Fellowships program accepts applications from individuals who meet the following requirements.

Citizenship

U.S. citizens, whether they reside inside or outside the United States, are eligible to apply. Foreign nationals who have been living in the United States or its jurisdictions for at least the three years prior to the application deadline are also eligible. Foreign nationals who take up permanent residence outside the United States any time between the application deadline and the end of the period of performance will forfeit their eligibility to hold an award. (Leaving the U.S. on a temporary basis is permitted.)

Currently enrolled students

While applicants need not have advanced degrees, individuals currently enrolled in a degree-granting program are ineligible to apply. Applicants who have satisfied all the requirements for a degree and are awaiting its conferral are eligible for NEH Fellowships; but such applicants must include a letter from the dean of the conferring school or their department chair attesting to the applicant's status as of the deadline in [Attachment 6: Degree conferral](#).

2. Cost Sharing/Matching

Cost sharing or matching is not required in this program.

Cost sharing or matching is the portion of the project costs not paid by NEH funds.

3. Other Eligibility Information

You may apply to only one of the following fellowships programs in a given federal fiscal year:

- NEH - Mellon Fellowships for Digital Publications
- [Fellowships](#)
- [Awards for Faculty at Hispanic-Serving Institutions, Historically Black Colleges & Universities](#), and [Tribal Colleges & Universities](#)
- [Fellowships for Advanced Social Science Research on Japan](#)

However, you may compete concurrently in the following programs for individuals in a given year:

- [Public Scholars](#)
- [Summer Stipends](#)
- [Dynamic Language Infrastructure - Documenting Endangered Languages Fellowships](#)
- [NEH-funded fellowships at independent research institutions](#)

Each competition has distinct application requirements. Follow the instructions in the relevant notice of funding opportunity.

Projects previously supported by NEH

You may not apply for funding for a project previously supported by any of the following programs:

- [Fellowships](#)
- [NEH - Mellon - Fellowships for Digital Publication](#)
- [Public Scholars](#)
- [Awards for Faculty at Hispanic-Serving Institutions, Historically Black Colleges and Universities](#), and [Tribal Colleges and Universities](#)

- [Dynamic Language Infrastructure - Documenting Endangered Languages Fellowships](#) (previously Fellowship for Documenting Endangered Languages)
- [Fellowships for Advanced Social Science Research on Japan](#)

However, you may apply for funding for a project previously supported by a two-month NEH Summer Stipend. In such a case, NEH will review the accomplishments from the previous award to determine whether the project warrants additional funding. If the current application includes work proposed in the previously-funded Summer Stipend, this overlap in the work plans must be addressed and explained.

An NEH award for one stage of a project does not commit the agency to continued support. Applications for each stage of a project are evaluated independently.

Dissertation revisions

Applicants may seek funding for projects based on completed dissertations. You must state in your application narrative that the proposal is to revise a dissertation, and you must explain how the new project moves beyond the original dissertation.

Concurrent grants from other organizations

Recipients of NEH - Mellon Fellowships may simultaneously hold fellowships or grants from institutions other than NEH—including sabbaticals and grants from their own institutions—in support of the same project during their period of performance.

Collaborative projects

The NEH - Mellon Fellowships program is designed primarily for individual researchers. An award may not be divided among multiple collaborators. If you are seeking funds for more than one participant in a collaborative project, each person must submit a separate application specifying his or her individual contribution. Peer reviewers will be asked to evaluate each application on its own merits. Each application should clearly explain how the work will be divided and the extent to which each collaborator's contribution depends on that of the other(s). Applicants who are seeking funding only for themselves but who are working as part of a collaborative team are also eligible. In this case, the application should clearly explain how the work will be divided and the extent to which each collaborator's contribution depends on that of the other(s). Collaborating scholars affiliated with or sponsored by an eligible institution should consider applying to the [Collaborative Research](#) or [Scholarly Editions and Scholarly Translations](#) programs.

Other restrictions

- Applicants may not submit multiple applications under this announcement.
- Applicants may not hold two or more NEH individual awards with overlapping periods of performance (for example, an NEH - Mellon Fellowship and a Public Scholars award, or an NEH - Mellon Fellowship and a Summer Stipend).
- Applicants may not accept or hold two NEH individual awards in the same fiscal year (for example, if you apply to the Summer Stipends program and subsequently accept an NEH - Mellon Fellowship award, your application to the Summer Stipends program will be automatically withdrawn).
- Applicants may not work on a project supported by an NEH institutional award as either a project director or participant during the period of performance of an NEH individual award that is held full time.
- If an application is submitted more than once prior to the application due date (including submitting to the wrong funding opportunity number or making corrections/updates), NEH will accept your **last** validated online submission, under the

correct funding opportunity number, prior to the Grants.gov application due date as the final and only acceptable application.

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

All application materials must be received by the application deadline. Applications that are late, incomplete, nonresponsive, or that violate the format requirements (including page limits) will not be considered for funding under this notice. See the [Application Components Table](#).

D. Application and Submission Information

1. Application Package

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

A link to the funding opportunity page on Grants.gov, including the application package, can be found on the [program resource page](#).

To request a paper copy of this announcement, contact fellowships@neh.gov.

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

2. Content and Form of Application Submission

The Application Components Table below will help you prepare a complete application. In addition to the standard forms included in the Grants.gov application package, your application also consists of a narrative, and other required attachments. You will upload these components into the [Attachments Form](#). A budget is not required in this program.

Applications missing any required documents or conditionally required documents from this list will be considered incomplete and will be rejected from further consideration.

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

In addition to submitting these application components through Grants.gov, you should also arrange for two letters of reference. Instructions for the letters of reference appear below under [D7. Other Submission Requirements](#).

Application component	Naming convention	Page limits	Notes
Application for Federal Assistance SF 424 - Individual	Not applicable (Grants.gov form)		Required
NEH Supplemental Information for Individuals	Not applicable (Grants.gov form)		Required
Project/Performance Site Location(s) Form	Not applicable (Grants.gov form)		Required

Attachments Form	Not applicable (Grants.gov form)		Required
Attachment 1: Narrative	narrative.pdf	3	Required
Attachment 2: Work plan	workplan.pdf	1	Required
Attachment 3: Bibliography	bibliography.pdf	1	Required
Attachment 4: Résumé	resume.pdf	2	Required
Attachment 5: Appendices	appendices.pdf	5	Required
Attachment 6: Degree conferral	degreconferral.pdf		Conditionally required
Attachment 7: Explanation of federal debt	delinquentdebt.pdf		Conditionally required

Application for Federal Assistance – SF-424 - Individual

This Grants.gov form is used to capture basic information about the applicant and the proposed project. Fields **1**, **2**, and **4** will be filled in automatically; field **3** will be left blank.

5a-d. Applicant Information

Provide your name, telephone number, email address, and mailing address. You must include an email address in the “Email” field. NEH will use this email address to notify you of the outcome of your application.

Provide your mailing address. Note: Your ZIP code must include the four-digit extension, preceded by a hyphen. If you do not know your four-digit extension, use “-0000” (four zeros).

Indicate your citizenship status with an “X.”

Enter the number (just the number, not the state) of your Congressional district. To find the number of your Congressional district, type your ZIP code into the “[Find Your Representative](#)” tool on the U.S. House of Representatives website. If you do not have a Congressional district (that is, you are in a state or U.S. territory that does not have districts or you reside in a foreign country), enter a “0” (zero). If you live in one district but your institution is in another, provide the number for the district in which you live.

6. Project Information

a. a. “Project Title.” Enter this, even though the field is not highlighted. The title may not exceed 125 characters (including spaces and punctuation). It should be descriptive, informative to a general audience, and free of specialized language. Avoid using a main title that requires clarification by the subtitle. When possible, include places and dates indicating a project’s scope. Your NEH project title does not necessarily have to be the same as the title of your proposed book. Note that NEH reserves the right to change the titles of projects that receive awards. See the Fellowships FAQ document for further guidance on how to title your NEH proposal.

b. “Project Description.” Describe your project for a nonspecialist audience, stating the importance of the proposed work to the humanities. This description will appear on your application cover sheet and will serve as a project abstract during the review process. Do not exceed one thousand characters, including spaces. If you exceed one thousand characters, including spaces, Grants.gov may reject your application or cut off your project description at the thousand-character limit.

c. “Proposed Project.” Enter the starting and ending dates for your proposed period of performance. You must start your period of performance on the first day of the month and end it on the last day of the month. Your period of performance must be at least six months

long and no more than twelve months long and it must be **full-time** and **continuous**. Because award amounts depend on the number of months of work that you specify, the dates that you enter here will determine the maximum amount of your award. For more information on allowable award terms and how awards are calculated, see [B. Federal Award Information](#).

7. Signature

By clicking on the “I Agree” box, you certify the following:

- 1.) You are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in covered transactions by any federal department or agency, and have not—within the three years preceding the submission of this application—been convicted of or had a civil judgment rendered against you for commission of fraud or a criminal offense in connection with a public (federal, state, or local) transaction or a contract under a public transaction; for violation of federal or state antitrust statutes; for commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; had any public transactions terminated for cause or default; and are not presently indicted for or otherwise criminally or civilly charged by a governmental entity with any of the preceding offenses. See 2 CFR parts [180](#) and [3369](#).
- 2.) You are not delinquent in the repayment of any federal debt or you are providing explanatory information about any delinquency. Examples of relevant debt include student loans, delinquent taxes, delinquent child support payments, and delinquent payroll taxes for household or other employees. See [OMB Circular A-129](#).
- 3.) You will comply with the [NEH Fellowships and Awards for Faculty Terms and Conditions](#).

Click on the “Save” button at the top of the form to save your work and return to the main menu.

NEH Supplemental Information for Individuals Form

This NEH form provides additional professional information about you, your institution (if affiliated), and your reference-letter writers.

Field of Project

Using the drop-down menu, indicate the field(s) of your project. You may select one, two, or three fields. If you select more than one, list the primary field first. Program staff will take this information into account when assigning your application to a review panel.

Project Director Field of Study

Using the drop-down menu, choose the field of study that best describes your area of expertise.

Address Information

Indicate whether the address that you have given on the [Application for Federal Assistance SF 424 - Individual form](#) is your home or work address.

Institutional Affiliation

If you are not affiliated with an institution of higher education, click “No” and continue to the Status section. If you are affiliated with an institution of higher education, complete the information for that institution. Applicants with an institutional affiliation must include

their institution's D-U-N-S® number, omitting hyphens. This number is generally provided by the institution's sponsored research office and it ensures that NEH identifies your institution correctly in the materials we provide to external reviewers.

Status

Indicate if you are a junior scholar or a senior scholar. Junior scholars are defined as those who are seven years or fewer beyond their terminal degree; senior scholars are defined as those who are more than seven years beyond their terminal degree.

Reference Letters

Provide the names, email addresses, and affiliations for your two letter writers. **Enter only one email address for each letter writer.** Applicants are responsible for providing accurate email addresses. The NEH grants management system will use the addresses exactly as they have been entered on this form. If you provide two email addresses for a letter writer, NEH will be unable to contact him or her.

To ensure full consideration, letters should be submitted online not later than May 22, 2021.

See [D7 Other Submission Requirements](#) for additional instructions on the submission of reference letters and confirmation of their receipt by NEH.

Nominating Official

Leave this section blank.

Project/Performance Site Location(s) Form

Provide the primary location and any other locations where the project activity will occur **during the period of performance.** This form allows for the collection of multiple performance sites. If you need to add more project/performance site locations than the form allows, enter the information in a separate file and add it to the "Additional Locations" section. Instructions for each requested data element may be viewed by positioning your cursor over the blank field.

Include only sites where you are reasonably certain at the time of application that you will conduct project activities. It is possible to add sites later. For "Organization," you may substitute a brief description of locations that do not have a formal organizational name (e.g., "Residence of applicant" or "Interview site in Chicago to be determined.") You may omit the D-U-N-S® number for organizations other than that of the primary location, and for the primary location if it does not have a D-U-N-S® number.

Attachments Form

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

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

Your attachments must be in Portable Document Format (.pdf). Make sure that all files in formats other than PDF (images, Word or Excel files, etc.) have been properly saved as PDF files. Do not simply rename your non-PDF files with PDF extensions. If an attachment contains

multiple documents, you must merge those documents into a single PDF. Do not attach a zip file containing multiple PDFs.

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

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

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

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

Attachment 1: Narrative (required)

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

You must limit the narrative to three single-spaced pages with one-inch margins and a font size no smaller than eleven point. Images, charts, diagrams, footnotes, and endnotes are allowed, if they fit within the page limit. You may include images, charts, or diagrams in [Attachment 5: Appendices](#).

NEH has aligned each section of the narrative with a corresponding review criterion, but note that the criteria can be relevant in more than one section and that, taken together, the parts of the narrative should form a coherent whole. See [E1. Review Criteria](#) for full descriptions.

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

GUIDANCE FOR NARRATIVE AND OTHER APPLICATION COMPONENTS	
To ensure that you fully address the review criteria, this table provides a crosswalk between the application components and the review criteria.	
<u>Attachment 1: Narrative</u>	<u>Review Criteria</u>
Significance and contribution	1
Organization, concepts and methods	2

Competencies, skills, and access	<u>4</u>
Final product and dissemination	<u>5</u>
Application Component	Review Criteria
Attachment 2: Work plan	<u>3</u>
Attachment 3: Bibliography	<u>2</u>
Attachment 4: Résumé	<u>4</u>
Attachment 5: Appendices	<u>2</u>

Significance and contribution (corresponds primarily to [Review Criterion 1](#))

State the project’s thesis or claim and provide an overview, explaining the basic ideas, problems, or questions examined by the study. Describe the intellectual significance of the proposed project, including its value to humanities scholars, general audiences, or both. Explain how the project will complement, challenge, or expand relevant existing studies in the field. Explain why digital publication is essential to your project and how your scholarship will be presented to benefit the intended audiences.

Organization, concepts and methods (corresponds primarily to [Review Criterion 2](#))

Explain how your proposed research will help you resolve the problems or questions you are examining. Describe the theoretical framework of your argument and explain how your proposed research will advance it. Explain your concepts and your terminology. Describe and discuss your sources.

Indicate the current state of the project and the part or stage of it that will be supported by the fellowship. Explain the digital methods and the reasons for choosing a particular technology, platform, or software. Where possible, provide an outline of the chapters or sections and the digital publication’s design (see [Attachment 5: Appendices](#)). Identify any data your project will generate or collect and, if relevant, describe how you will address public access, privacy, confidentiality, security, intellectual property, and other rights or requirements.

For editions and translations, describe the project’s scholarly apparatus (e.g., introduction, annotations, and paratextual material). If you are applying to translate a work into English and other English translations already exist, provide a rationale for a new translation. Applicants must also provide a rationale for projects resulting in works that will be written in a language other than English.

If you are proposing a dissertation revision, state this and explain the changes, revisions, and expansions you plan, and how they will improve the original work.

Competencies, skills, and access (corresponds primarily to [Review Criterion 4](#))

Explain your competence or background in the area of your project. If the area of inquiry is new to you, explain your reasons for working in it and your qualifications to do so. Provide a self-assessment of your expertise in digital humanities and the technologies involved, and identify any institutional support for your project. Where appropriate, specify the level of competence in any language needed for the study. Describe where the study will be

conducted and what research materials will be used. If relevant, specify the arrangements for access to archives, collections, or institutions that contain the necessary resources.

Final product and dissemination (corresponds primarily to [Review Criterion 5](#))

Describe the project's intended results and how it will benefit the intended audience(s). Briefly describe the steps you will take to ensure that the project results will be accessible to individuals with disabilities. Provide information on how your work will be evaluated prior to or after publication, such as through peer review. Explain how and where the digital publication will be accessed, when the publication will be available, and describe how it will be disseminated. If the project has a website, provide the URL. Publication contracts are not required, but if you are in discussions with a press, mention it here.

NEH expects that digital publications resulting from its awards will be maintained to ensure their long-term availability. To that end, describe how your project's digital publication will be sustained and supported beyond the period of performance, including for how long and by whom.

If the final publication will appear in a language other than English, explain how access and dissemination will be affected.

Attachment 2: Work plan (required)

Provide a detailed work plan describing what will be accomplished during the fellowship period of performance including where you will be and how you will spend your time. Your work plan must be based on a full-time commitment to the project; part-time work is not allowed. If you do not anticipate finishing the entire project during the fellowship period, discuss your plan for doing so.

If you will be relying on institutional support or other sources to assist with technology-related work, or for hosting and maintaining the project, describe those activities in the work plan and identify the source of support. If you are seeking funds as part of a larger collaborative project, clearly explain how the work will be divided and the extent to which each collaborator's contribution depends on that of the other(s).

Your work plan should not depend on factors beyond your control, such as the receipt of outside reviewers' reports from a publisher. Explain how your time will be spent during periods where work is under review by other parties (publishers, developers, etc.) to justify why the project merits support.

If you are requesting funding for the development, acquisition, preservation, or enhancement of geospatial data, products, or services, you must conduct a due diligence search at the Data.gov list of datasets to discover whether the needed geospatial-related data, products, or services already exist. If not, you must produce the proposed geospatial data, products, or services in compliance with applicable proposed guidance posted at www.fgdc.gov.

The work plan must not exceed one page. Use one-inch margins and a font-size no smaller than eleven point. You may present information in table form.

Name the file `workplan.pdf`.

Attachment 3: Bibliography (required)

The bibliography should consist of primary and secondary sources that relate directly to the project. Include works that pertain to both the project's substance and its theoretical or

methodological approaches to give a well-rounded representation of your project. Evaluators will use the bibliography to assess your knowledge of the subject area. The bibliography will be primarily considered under [review criterion 2](#).

The bibliography must not exceed one page. Use one-inch margins and a font size no smaller than eleven point. Any standard bibliographic format is acceptable. Items referenced in the narrative need not appear in the bibliography, if the citation in the narrative enables readers to identify the work. Name the file bibliography.pdf.

Attachment 4: Résumé (required)

Your résumé must not exceed two pages. Do not submit a narrative biographical statement instead of a résumé. Include the information listed below.

- Current and past positions
- Education: list degrees, dates awarded, and titles of theses or dissertations
- Awards and honors: include dates. If you have received prior support from NEH, indicate the dates of these awards and the products that resulted from them
- Publications: include full citations for publications and presentations
- Other relevant professional activities and accomplishments: include your level of competence in digital humanities and, if applicable, in relevant foreign languages

Your résumé will be considered primarily under [review criterion 4](#).

Name the file resume.pdf.

Attachment 5: Appendices (required)

The appendices should not exceed 5 pages.

- All applications should include one or more of the following: wireframes, a site map, or annotated screenshots of relevant (draft) pages and features of the project.
- If creating an edition or translation, provide a sample of the original text (one page) and the edited or translated version (one page). If you plan to include annotations, your sample of the edited or translated version should include examples.
- If including visual materials in proposed publication, provide a sample (one page) saved as a PDF (do not use .jpg or other common graphic formats).

Applications including any other appendices will not be reviewed.

Appendices will be considered primarily under [review criterion 2](#).

Name the file appendices.pdf.

Attachment 6: Degree conferral (conditionally required)

Applicants who have satisfied all the requirements for a degree but are awaiting its conferral must include a letter from the dean of the conferring school or their department chair attesting that the applicant has satisfied all of the requirements for the degree by the application deadline.

Name the file degreeconferral.pdf.

Attachment 7: Explanation of delinquent federal debt (conditionally required)

If you are delinquent in the repayment of any federal debt, provide explanatory information on a separate page or pages. Also provide evidence that you have entered into a repayment agreement with the Internal Revenue Service, and that you are current on all payments due. Examples of relevant debt include student loans, delinquent taxes, delinquent child support payments, and delinquent payroll taxes for household or other employees. See [OMB Circular A-129](#).

Name the file delinquentdebt.pdf.

3. Grants.gov Registration Process

Registering and creating an “individual applicant” profile

All applicants to this program must submit their applications via [Grants.gov Workspace](#).

If you are registering with Grants.gov for the first time, go to <https://apply07.grants.gov/apply/register.faces>.

Once you have registered at Grants.gov, you must add an “individual applicant” profile in order to submit an application to this program or other programs for individuals. Do this by clicking on the “My Account” link, then on “Manage Profiles” and “Add Profile.” Grant.gov’s instructions for adding a profile are available here:

<https://www.grants.gov/help/html/help/index.htm?callingApp=custom#t=Register%2FAddProfile.htm>

Only applicants whose Grants.gov accounts include an individual applicant profile will be able to submit applications for this program. If you have successfully created an individual applicant profile, the “Apply” button on the Grants.gov opportunity page will be red. Otherwise it will be grayed out.

When you create your “individual applicant” profile, Grants.gov may automatically fill in the box for the D-U-N-S® number with a default value. Do not change this number.

Applicants who have already registered at Grants.gov and created an “individual applicant” profile need not re-register to submit their proposals. We encourage you, however, to check your account ahead of the deadline to confirm that it is still active and that your password has not expired.

If you have problems registering with Grants.gov or adding an “individual applicant” profile, contact the Grants.gov help desk at 1-800-518-4726 or support@grants.gov.

Applicants who lose their username and password can request a reminder at <https://apply07.grants.gov/apply/login.faces?userType=applicant&cleanSession=1>.

Additional registration information

Individuals do not need to register in the System for Award Management (SAM). Awards will not be processed for individuals with delinquent federal debt or for individuals who have been suspended, debarred, declared ineligible, or voluntarily excluded from eligibility for covered transactions by any federal department or agency. To see if you have delinquent federal debt or other exclusions recorded in SAM, go to the [SAM website](#); click on “Search Records,” and then on “Advanced Search - Exclusion.”

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

NEH strongly recommends that you complete your registration at least two weeks before the application deadline. If you fail to allow sufficient time to complete registration with Grants.gov, you will not be eligible for a deadline extension or waiver of the online submission requirement.

4. Submission Dates and Times

Drafts

Applicants may submit a draft narrative (up to three pages), the work plan, and the appendices for staff review. Drafts should be submitted by email to fellowships@neh.gov; put “NEH - Mellon Draft Narrative” in the subject line of the message.

If you choose to submit a draft narrative, you must do so no later than February 12, 2021. Program staff will not review drafts submitted after that date. Staff members will read only one draft per individual per deadline. If you prepare a draft, use the format stipulated in the [narrative instructions](#).

The comments provided by staff are not part of the formal review process and have no bearing on the evaluation of the application, but previous applicants have found them helpful in strengthening their applications. Applicants are not required to submit a draft narrative.

Applications

The due date for applications under this announcement is April 28, 2021 at 11:59 p.m. Eastern Time.

Letters of reference must be submitted online not later than May 22, 2021. NEH will contact referees 1 to 2 weeks after the application deadline. See [D7 Other Submission Requirements](#) for instructions.

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

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

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

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

5. Intergovernmental Review

This funding opportunity is not subject to intergovernmental review under [Executive Order 12373](#).

6. Funding Restrictions

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

- stand-alone video documentaries or podcasts
- stand-alone databases, digitization projects, and other projects that lack an interpretive argument
- research and writing leading to traditional print or e-book publications
- research by students enrolled in a degree program, including research for doctoral dissertations or theses
- the preparation or revision of textbooks
- curriculum development
- the development of teaching methods or theories
- the writing of books for children or young adults
- educational impact, language impact, or technical impact assessments
- inventories of collections
- the writing of guide books, how-to books, and self-help books
- promotion of a particular political, religious, or ideological point of view
- advocacy of a particular program of social or political action
- support of specific public policies or legislation
- lobbying
- projects that fall outside of the humanities and the humanistic social sciences (including the creation or performance of art; creative writing, autobiographies, memoirs, and creative nonfiction; and quantitative social science research or policy studies)

NEH discourages applications that focus on biographies of living persons.

Awards in this program are made to individuals; indirect costs are unallowable. If an individual recipient elects to have the fellowship paid through their institution, all NEH funds must be remitted to the individual. The institution may not take an institutional allowance.

7. Other Submission Requirements

Applicants are asked to solicit two letters of reference. Provide the names, email addresses, and affiliations for your two reference letter writers on the [NEH Supplemental Information for Individuals Form](#). Letters of reference are more highly regarded if they address the specific proposed activity and the candidate's ability to undertake it. Ideally, referees should come from different institutions.

If you are proposing a translation, one of your letters must be from an expert in the language(s) of your project and should provide an assessment of the one-page sample translation that you are submitting with your application. Notify this reference that s/he is expected to address the quality of the translation sample in his or her letter.

Approximately two weeks after the deadline, NEH will email your letter writers, asking them to submit their letters online. Letters should be submitted online not later than May 22, 2021.

Applicants are responsible for ensuring that their letter writers have received and responded to the NEH requests for their letters by the deadline. You will be notified by email when each of

your letters of reference has been received. You are also responsible for providing the letter writers with relevant materials (such as a draft of the application).

After you have received confirmation that NEH has received your application, you may check the status of your letters by logging in to [the secure area of NEH's website](#). Enter your NEH application number and your Grants.gov tracking number. You will be able to see the names and email addresses of your letter writers and whether their letters have arrived. If necessary, you may send reminders to your letter writers (including the upload link) from this site.

Late letters will be added to your file when they arrive, but it is possible that reviewers will not take them into account. If you find that you must change one or both of your letter writers after the application deadline, you may do so by contacting program staff at fellowships@neh.gov.

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

Missing reference letters will not disqualify an application from review.

E. Application Review Information

1. Review Criteria

Peer reviewers will use the following criteria to review applications in the NEH - Mellon Fellowships for Digital Publication program:

1. The intellectual significance of the proposed project, including its value to humanities scholars, general audiences, or both.
2. The quality of the conception, definition, organization, and description of the intellectual and digital aspects of the project and the applicant's clarity of expression.
3. The feasibility and appropriateness of the proposed plan of work.
4. The quality or promise of quality of the applicant's work as an interpreter of the humanities.
5. The likelihood that the applicant will complete the project (not necessarily during the period of performance), including, when relevant, the soundness of the dissemination and access plans.

Each review criterion corresponds with specific sections of the [narrative](#) and the [other application components](#).

2. Review and Selection Process

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

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

3. Assessment of Risk and Other Pre-Award Activities

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

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

4. Anticipated Announcement and Award Dates

Applicants will be notified of funding decisions by email in December 2021. Notice will be sent to the email address supplied in the application (SF-424 - Individual form). For successful applicants, this notification is not an authorization to begin performance or incur related costs. Successful applicants will be required to complete the NEH Individual Program Acceptance Form in eGMS Reach, from which the payment schedule will be determined. Applicants may request evaluations of their applications by emailing fellowships@neh.gov.

F. Federal Award Administration Information

1. Federal Award Notices

Successful applicants will receive offer letters from the NEH Office of Grant Management by email as early as December 2021.

2. Administrative and National Policy Requirements

Awards are subject to the [NEH Fellowships and Awards for Faculty Terms and Conditions](#), and the specific terms and conditions in the Notice of Action.

Debarment, suspension, ineligibility, and voluntary exclusion certification

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

- 1) You certify, by submission of this application, that you are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
- 2) Failure to make required disclosures can result in any of the remedies described in [2 CFR §200.339](#), including suspension or debarment. See also 2 CFR parts [180](#) and [3369](#).
- 3) Where the prospective recipient is unable to attest to the statements in this certification, an explanation must be included in [Attachment 7: Explanation of delinquent federal debt](#).

Providing access to NEH-funded products

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

Copyright information

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

Acknowledging NEH support

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

NEH Research Misconduct Policy

In accordance with the Federal Policy on Research Misconduct, published in the December 6, 2000, edition of the Federal Register, 65 Fed. Reg. 76,260, the National Endowment for the Humanities has established procedures for handling allegations of research misconduct applicable to both internal and external research programs supported by NEH. This policy reflects NEH's interest in the accuracy and reliability of the research record and the processes involved in its development. As defined in the Federal Policy on Research Misconduct, research includes all basic, applied, and demonstration research. Review [NEH's Research Misconduct Policy](#).

Eliminate waste, fraud, and abuse

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

3. Reporting

Final Reports. Recipients must submit a final performance report within 120 calendar days after the period of performance ends. The final performance report collects information relevant to the accomplishments during the period of performance; the digital products arising or anticipated to arise from the project; financial support apart from NEH sources; the project's impact; and acknowledgement of NEH support. The final reports must be submitted online in eGMS Reach. Further information will be provided in the Notice of Action. Learn more about general [Performance Reporting Requirements](#) and the [reporting requirements for NEH Fellowship recipients](#).

A final financial report is not required.

Recipients should notify NEH of digital publications resulting from work supported by NEH awards at the contact address below and are encouraged to grant NEH free access.

G. Agency Contacts

If you have questions about the program, contact:

Division of Research Programs
National Endowment for the Humanities
400 Seventh Street, SW

Washington, DC 20506
202-606-8200
fellowships@neh.gov

If you have questions about administrative requirements, contact:

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

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

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

Always obtain a case number when calling for support.

H. Other Information

Privacy policy

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

Application completion time

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

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