NATIONAL ENDOWMENT FOR THE HUMANITIES

NOTICE OF FUNDING OPPORTUNITY

NEH/AHRC New Directions for Digital Scholarship in Cultural Institutions

Funding Opportunity Number: 20200818-HC

Funding Opportunity Type: New

Federal Assistance Listing Number: 45.169

Application Due Date: August 18, 2020

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

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

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

Executive Summary

The United States' National Endowment for the Humanities (NEH), and the United Kingdom's Arts and Humanities Research Council (AHRC), a component body of U.K. Research and Innovation (UKRI), are accepting applications for the NEH/AHRC New Directions for Digital Scholarship in Cultural Institutions program. Awards made through this program will fund teams of researchers and cultural institution professionals in the U.S. and U.K. working collaboratively to deliver transformational impact on digital methods and digital research in cultural institutions. Applications must be submitted by teams composed of at least one organization from the U.S. and one from the U.K., in which each country is represented by at least one cultural institution. An eligible U.S. organization must submit the application with a U.S.-specific budget under this announcement. The lead U.K. organization must submit the same application with a U.K.-specific budget to AHRC. NEH will fund the participating U.S. organization(s), and AHRC will fund the participating U.K. organization(s).

Funding Opportunity Title:	NEH/AHRC New Directions for Digital Scholarship in Cultural Institutions
Funding Opportunity Number:	20200818-HC
Federal Assistance Listing Number (CFDA):	45.169
Application Due Date:	August 18, 2020, 11:59 p.m. Eastern Time / August 18, 2020, 7:59 p.m. British Standard Time
Anticipated Announcement:	December 2020
Anticipated Total Annual Available FY 21 Funding:	$1,200,000 in NEH funding for the U.S. organization(s) and £1,900,000 in AHRC funding for the U.K. organization(s)
Estimated Number of Awards:	10-15 grants
Funding Range:	Level I: up to $50,000 in NEH funding for participating U.S. organization(s) and up to £60,000 in AHRC funding for the U.K. organization(s) Level II: up to $150,000 in NEH funding for participating U.S. organization(s) and up to £250,000 in AHRC funding for the U.K. organization(s)
Cost Sharing/Match Required:	No
Period of Performance:	Level I: up to 2 years Level II: up to 3 years All projects may have a period of performance start date as early as February 1, 2021
Eligible Applicants:	Eligible applicants include U.S. nonprofit organizations with 501(c)(3) tax-exempt status, accredited public and 501(c)(3) institutions of higher education, state and local governmental agencies, and federally recognized Native American tribal governments. See Section C for additional information.
Program Resource Page:	https://www.neh.gov/program/new-directions-digital-scholarship-cultural-institutions

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A. Program Description

1. Purpose

This notice solicits applications for the NEH/AHRC New Directions for Digital Scholarship in Cultural Institutions program. This program is a joint initiative between the U.S. National Endowment for the Humanities and the U.K. Arts and Humanities Research Council (AHRC).

The overarching goal of the program is to advance digital scholarship in cultural institutions such as museums, libraries, galleries, and archives. This program will fund teams in the U.S. and U.K. working collaboratively to deliver transformational impact on digital methods and digital research in cultural institutions.

Applications must be submitted by teams, composed of at least one organization from the U.S. and one from the U.K., in which each country is represented by at least one cultural institution. An eligible U.S. organization must submit the application with a US-specific budget under this announcement. The lead U.K. organization must submit the same application with a U.K.-specific budget to AHRC. NEH will fund the participating U.S. organization(s), and AHRC will fund the participating U.K. organization(s).

Applicants will compose a single, joint narrative but will prepare two separate budgets, one for NEH (for funds requested by the U.S. organization(s)) and one for AHRC (for funds requested by the U.K. organization(s)). The U.S. applicant's budget will be submitted to AHRC as a supporting document and the U.K. applicant's budget will be submitted to NEH as a supporting document.

Successful projects will have a balanced investment of time and effort on the part of organizations in both countries. Projects selected for funding will receive two awards: NEH will make an award to the lead U.S. organization and the AHRC will make an award to the lead U.K. organization.

Context and value of enhanced collaboration

The U.K. and U.S. contain some of the world's most prestigious cultural institutions. They are also world-leading in digital scholarship with recognized centers of excellence and have a long-standing history of collaboration. Cultural institutions in both countries have invested heavily in addressing the opportunities and challenges of digitization and digital research. Enhanced collaboration will pave the way to bringing new approaches to the ways in which culture and heritage can be experienced by global audiences, opening new research frontiers and questions, and advancing collections-based research methods for the 21st century.

Many of the challenges facing cultural institutions in the U.K. and U.S. are shared. These include:

- ensuring the ethical use of data and ensuring privacy of sensitive data;
- the role cultural institutions should play in civic life;
- how best to use technology to educate and inform visitors; and
- the relevance of various societal changes for 21st century museums.

This program builds upon two previous calls for proposals to facilitate partnership development activities between cultural institutions and universities in the U.K. and U.S. It also builds upon a workshop held in Washington, DC in September 2019 co-convened by the AHRC and NEH, along with the Engineering and Physical Sciences Research Council of the U.K., the U.S. National Science Foundation, the Smithsonian Institution, and the Library of Congress. The workshop report, entitled UK-US Collaboration for Digital Scholarship in Cultural Institutions, identifies a number of key areas for future study, with an emphasis on four themes:

- **Employing machine learning and artificial intelligence in cultural institutions:** how can these and other methods be leveraged to help organize, search, and understand digital collections? How can they help improve visitor-facing experiences? What challenges do they raise in terms of privacy, ethics, research integrity, reproducibility, and bias? What value can they add to sharing content, methods, expertise, and practice?
- **Fostering digitally-enabled participation:** in what ways can digital tools enhance access, create more equitable approaches to community engagement, including participation of marginalized and disenfranchised communities? How can we build upon existing methods such as crowd-sourcing and co-creation?
- **Developing enhanced information on cultural institution visitors:** how can new and emerging technologies allow a better understanding of visitor needs and interests? How can data be collected ethically to allow for richer visitor experiences?
- **Creating and interrogating all document types and unlocking new data:** in what ways can digital collections be made richer and more usable through existing methods such as optical character recognition, text extraction and parsing, linked open data, and network analysis? What sorts of new and emerging methods will enable new breakthroughs in working with digital collections?

Applicants are encouraged to address one or more of the above themes or to propose new areas of inquiry relevant to digital scholarship and cultural institutions. Applicants might also consider how their proposal connects to the two cross-cutting themes identified at the workshop: 1) contemporary challenges addressed by digital tools and methods and 2) leadership and digital skills development.

Unallowable activities are described in section D6. Funding Restrictions.

Funding levels

Awards are available at two funding levels. U.S. applicants should carefully choose the funding level appropriate to the scope and maturity of the proposed project. Note that the funding levels stated below apply only to applications submitted to NEH; AHRC will fund the U.K. component of successful projects separately as outlined in its call for proposals.

Level I awards (up to $50,000 from NEH for the participating U.S. organization(s) and up to £60,000 from AHRC for the participating U.K. organization(s) with a period of performance of up to 2 years) can support activities such as:

- Planning and preliminary work for future, larger-scale projects, including conferences, workshops, and working group meetings to bring together individuals with complementary skill sets to outline future research, plan publications, or develop best practices
- Small-scale collaborative projects, such as case studies, experiments, and exploratory or developmental research
- Outreach to disseminate project findings, methods, software, and tools

Outputs or products for Level I projects may include:

- Reports, position papers, outlines for future research or publications

- New software or tools
- Initial prototypes and proof-of-concept studies

Level II awards (up to $150,000 from NEH for the participating U.S. organization(s) and up to £250,000 from AHRC for the participating U.K. organization(s) with a period of performance of up to 3 years) can support activities such as:

- Projects developing new or improved research methods, tools, or infrastructure
- Projects linking dispersed collections or resources
- Projects researching and developing digital methods, standards, and workflows for preserving and making accessible humanities collections
- Larger-scale collaborative humanities-oriented research resulting in print or digital publications
- Training and skills development opportunities to provide scholars, cultural institution professionals, and/or advanced graduate students deeper knowledge of new and emerging digital scholarship methods for cultural institutions
- Activities that support innovative new approaches to outreach and engagement, for example engaging smaller or less well-resourced cultural institutions in digital methods or the use of digital tools to widen audiences and improve accessibility across communities and user groups

Outputs or products for Level II projects may include:

- Working prototypes or code, sample data sets or models, methodological workflows, and/or documentation to support scaling-up and expansion of established projects
- Co-authored or multi-authored books, peer-reviewed articles, a special issue of a journal, born-digital publications, open-access digital resources, and new best practice toolkits
- Training materials and skills development opportunities in digital scholarship for cultural institution professionals and users
- Digital or virtual collections, resources, databases, and union catalogs
- Exhibitions and other innovative outreach activities

2. Background

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

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

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

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

B. Federal Award Information

1. Type of Application and Award

Type of applications sought: new.

NEH will provide funding in the form of grants.

2. Summary of Funding

This program anticipates making 10-15 awards, where approximately $1,200,000 is expected to be available from NEH for to fund the expenses of the participating U.S. organization(s) and approximately £1,900,000 is expected to be available from AHRC to fund the expenses of the participating U.K. organization(s). An eligible U.S. applicant may apply to NEH for a ceiling amount of up to $50,000 for a level I project or up to $150,000 for a level II project. An eligible U.K. applicant may apply to AHRC for ceiling amount of up to £60,000 for a Level I project or up to £250,000 for a Level II project.

NEH will not determine the amount available until Congress has enacted the final FY 2021 budget. This program notice is subject to the appropriation of funds, and is a contingency action taken to ensure that, should funds become available for this purpose, applications can be processed and funds awarded in a timely manner.

The period of performance is up to two years for Level I awards, and up to three years for Level II awards. All projects may have a period of performance start date as early as February 1, 2021.

Successful applicants will be awarded outright funds.

C. Eligibility Information

1. Eligible Applicants

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

Applications must be submitted by teams composed of at least one organization from the U.S. and one from the U.K., in which each country is represented by at least one cultural institution.

If there are multiple U.S. organizations involved in the project, one organization will submit the application to NEH on behalf of the team, and if funded, administer the NEH award. This organization must meet the eligibility requirements set forth by NEH. If funded, the recipient must be substantially involved in the programmatic activity and will be programmatically, fiscally, and legally responsible for the NEH award.

If there are multiple U.K. organizations involved in the project, one organization will submit the application to AHRC on behalf of the team. This organization must meet the eligibility requirements set forth by AHRC (see the AHRC call for proposals for details).

For the purpose of this funding opportunity, the term "cultural institution" is conceived broadly and defined as any organization that collects, organizes, preserves, and makes accessible cultural heritage materials to both the academic research community as well as the public (including museums, libraries, galleries, archives, and historical societies). Some cultural institutions are affiliated with or housed within universities or other institutions of higher education; such institutions are considered to satisfy the status of "cultural institution" as applied to this competition. If you are concerned about the eligibility of a particular institution, you are advised to consult with the relevant funder.

Individuals, foreign and for-profit entities are not eligible to apply as the NEH lead.

2. Cost Sharing

Cost sharing is not required in this program. Applicants may use voluntary cost sharing for projects in which the total costs exceed the amount awarded by NEH.

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

Voluntary cost sharing consists of the cash contributions made to a project by the applicant, including unrecovered indirect costs, and by third parties as well as third-party in-kind contributions. Third-party in-kind contributions means the value of non-cash contributions (such as property or services) that benefit the funded project, and are contributed by non-federal third parties, without charge, to the recipient of the federal award.

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

3. Other Eligibility Information

For NEH applicants: eligible institutions may submit multiple applications for separate and distinct projects under this announcement. Projects that have significant overlap with other applications already under review by this program (or other NEH programs) will not be reviewed.

Individuals at a given institution may only appear as a project director or co-director on one application to this program.

Degree candidates may not be project directors or co-directors. Degree candidates may, however, serve in other project roles.

Two or more applications for federal funding and/or approved federal award budgets are not permitted to include overlapping project costs. The NEH budget may not include overlapping project costs with the AHRC budget.

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

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

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

D. Application and Submission Information

1. Application Package

The U.S. and U.K. partners should prepare their application materials together, but will submit two separate applications.

The U.S. partner must apply electronically through Grants.gov, using either Workspace or its system-to-system software. Use the Standard Form 424 - Short Organizational (SF-424 Short) application package associated with the funding opportunity, and follow the instructions provided by Grants.gov unless otherwise noted below.

The U.K. partner will apply via the instructions in the AHRC call for proposals.

The application package is available in Grants.gov. A link to the application package can be found on the program resource page.

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

2. Content and Form of Application Submission

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

i. Project Narrative

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

The narrative must be jointly written by the U.S. and U.K. partners and address the project holistically. The same narrative ('Case for Support' for the U.K. component) must be submitted to both NEH and AHRC.

The narrative is limited to five single-spaced pages (US letter) for Level I projects and eight single-spaced pages (US letter) for Level II projects. Both must have one-inch margins and a font size no smaller than twelve points.

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

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

Significance for the humanities (corresponds to Review Criterion 1)

Articulate how the project will contribute to one or more humanities disciplines and explain how the proposed activities will engage with humanities collections or materials. If applicable, discuss how the project will support cross-disciplinary engagement, both within the humanities and beyond.

Project goals and intended audience (corresponds to Review Criteria 2, 3, 5)

Provide a clear and concise description of the goals of the project and identify the research questions, issues, or problems that the project is intended to address. Identify the target audience and describe how the new knowledge generated by your project will be used by this community. Clearly state which of the four themes in the workshop report, if any, the project addresses; if the project aims to develop a new theme, articulate how that theme is relevant to digital scholarship in cultural institutions.

History of the project and rationale (corresponds to Review Criteria 1, 2)

Discuss the history of the project and indicate what has been achieved in previous phases of the project (if relevant). Provide a rationale for new or further work in this area by outlining previous and ongoing efforts in this area by members of the team or others. Explain how this project will fit within a broader ecosystem of projects in cultural institutions.

Methodology (corresponds to Review Criterion 3)

Discuss the methodology that will be used to achieve your project goals and advance knowledge in the selected area of inquiry. Discuss whether the team is building on previous research and where it is departing from previous methods or theories, if relevant.

Project team and project management (corresponds to Review Criteria 4, 5)

Discuss the composition and organization of the project team, including a description of how the project activities will be managed and how input and communications among team members will be coordinated. Explain why transatlantic collaboration is important or essential for achieving the goals of the project and the broader field. U.K. organizations who have been funded through previous AHRC calls, or who have applied and been unsuccessful, are eligible to participate as part of the team but should demonstrate how the proposed project is clearly distinct from or builds upon previous project(s) or application(s).

Work plan (corresponds to Review Criterion 5)

Provide a brief, high level overview of the project's work plan (no more than one paragraph). Provide a detailed work plan in Attachment 5.

Final products, dissemination, and impact (corresponds to Review Criteria 1, 3, 5)

Discuss the products you expect to generate during the project, their intended audience, and your dissemination plans. Explain how the project's outputs will benefit research and cultural institutions in both the U.S. and the U.K.

NARRATIVE GUIDANCE

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

Narrative Section	Review Criteria

Significance for the humanities	1. Significance
Project goals and intended audience	2. Responsiveness 3. Methods and execution 5. Work plan
History of the project and rationale	1. Significance 2. Responsiveness
Methodology	3. Methods and execution
Project team and project management	4. Team and collaboration 5. Work plan
Work plan	5. Work plan
Final products, dissemination, and impact	1. Significance 3. Methods and execution 5. Work plan

ii. Research and Related Budget

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

Include only expenses of the U.S. applicant and U.S.-based partners. Include the budget and budget justification submitted by the U.K. partner to AHRC as Attachment 4: AHRC budget.

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

Required fields are indicated in yellow. If no funds are requested for a required field, enter "0." You must round to the nearest whole dollar amount in all dollar fields.

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

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

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

Introductory Fields

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

Section A. Senior/Key Person

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

For each senior/key person list their name and project role. Enter the annual compensation and identify the number of months the senior/key person will devote to the project in the applicable box (i.e., calendar, academic, summer). Use either calendar months or a combination of academic and summer months.

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

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

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

All salaries and wages claimed must be in compliance with 2 CFR §§200.430 and 466. All fringe benefits claimed must be in compliance with 2 CFR §200.431.

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

Section B. Other Personnel

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

Post-doctoral associates, graduate students, and undergraduate students

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

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

Secretarial/Clerical

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

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

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

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

Other Project Roles

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

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

All salaries and wages claimed must be in compliance with 2 CFR §§200.430 and 466. All fringe benefits claimed must be in compliance with 2 CFR §200.431.

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

Section C. Equipment Description

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

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

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

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

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

Section D. Travel

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

For local travel, outline the mileage rate, number of miles, reason for travel and staff member/consumers completing the travel. For long-distance travel, calculate per diem amounts for meals and lodging using written institutional policy. The lowest available commercial fares for coach or equivalent accommodations must be used. Any arrangements made on a non-refundable basis are at the risk of the recipient if the services must be cancelled for any reason. All travel costs claimed must be in compliance with 2 CFR §200.474, and foreign travel must comply with article 10 of the General Terms and Conditions for Awards to Organizations.

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

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

Section E. Participant/Trainee Support Costs

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

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

Justify participant/trainee support costs in Section L. Budget Justification.

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

1. Tuition/Fees/Health Insurance

Leave this field blank.

2. Stipends

List the total funds requested for Participant/Trainee stipends.

3. Travel

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

4. Subsistence

List the total funds requested for Participant/Trainee subsistence. Subsistence expenses include:

(a) Lodging and service charges;
(b) Meals, including taxes and tips; and
(c) Incidental expenses (fees and tips given to porters, baggage carriers, hotel staff, and staff on ships).

5. Other

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

Number of Participants/Trainees

List the total number of proposed Participants/Trainees. The value of this field cannot exceed 999.

Section F. Other Direct Costs

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

1. Materials and Supplies

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

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

2. Publication Costs

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

3. Consultant Services

List the total funds requested for all consultant services. Identify the following items in Section L. Budget Justification, as applicable:

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

All consultant fees claimed must be in compliance with 2 CFR §200.459.

4. Automated Data Processing (ADP)/Computer Services

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

5. Subawards/Consortium/Contractual Costs

List the total funds requested for project activities to be undertaken by third-party subrecipients. This includes subawards to other participating U.S. organizations and other contractual costs proposed for the project. A complete itemization of the cost comprising the charge should be provided in Section L. Budget Justification organized using the same categories present on the Research and Related budget. If there is more than one subrecipient, each must be justified separately in the budget justification. See 2 CFR §§200.330 and 331 for additional information.

Per 2 CFR §§200.92 and 330(a), s*ubaward* means an award provided by a pass-through entity (the recipient) to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor (as defined in 2 CFR §200.23) or payments to an individual that is a beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

This line item should include both direct and indirect costs for all subrecipients. If a subrecipient is claiming indirect costs, include their federally negotiated indirect cost rate agreement as part of Attachment8: Federally negotiated indirect cost rate agreement.

Contractual costs as defined in 2 CFR §§200.22 and 330(b), are occasionally sufficiently high to warrant a categorical breakdown of costs. When this is the case, provide detailed information as part of Section L. Budget Justification.

6. Equipment or Facility Rental/User Fees

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

Applicants may charge depreciation in compliance with 2 CFR §200.436. If the equipment was purchased with federal funds under another award, user fees may be appropriate (see 2 CFR §200.313 (c)(2)). The applicant may not charge both depreciation and user fees.

Per 2 CFR §200.432, allowable conference costs may include rental of facilities.

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

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

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

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

7. Alterations and Renovations

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

8-10. Other

Include items not previously listed under other budget categories or in the indirect cost pool in lines 8-10. Use Section L. Budget Justification to further itemize and justify. “Miscellaneous” and “contingency” are not acceptable budget categories.

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

Section G. Total Direct Costs

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

Section H. Indirect Costs

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

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

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

Note: Except as provided in paragraph (c)(1) of 2 CFR §200.414, federal agencies must use the negotiated rates in effect at the time of the initial award throughout the life of the federal award.

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

Organizations that wish to include indirect costs in the budget but have **never** had a federally negotiated indirect cost rate may choose one of the following options:

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

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

If you are claiming indirect costs, include a copy of your federally negotiated indirect cost rate agreement as Attachment 8: Federally negotiated indirect cost rate agreement.

Indirect Cost Type

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

Indirect Cost Rate (%)

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

Indirect Cost Base ($)

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

Funds Requested ($)

Enter the funds requested for each indirect cost type.

Total Indirect Costs

This total will be automatically calculated from the "Funds Requested" column.

Cognizant Federal Agency

Enter the name of the cognizant Federal Agency.

Section I. Total Direct and Indirect Costs

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

Section J. Fee

Do not include any expenses under this section.

Section K. Total Costs and Fee

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

Section L. Budget Justification

The budget justification attachment is required. Attach only one PDF file named justification.pdf.

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

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

If your project includes voluntary cost share, describe it here. However, these costs should not be included on the Research and Related budget form.

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

iii. Application Components

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

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

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

Application component	Naming convention	Page limits	Notes
SF-424 Application for Federal Assistance - Short Organizational	Not applicable (Grants.gov form)		Required
NEH Supplemental Cover Sheet	Not applicable (Grants.gov form)		Required

Project/Performance Site Location Form	Not applicable (Grants.gov form)		Required
Research and Related Budget	Not applicable (Grants.gov form)		Required
Certification Regarding Lobbying	Not applicable (Grants.gov form)		Conditionally required
Standard Form-LLL, Disclosure of Lobbying Activities	Not applicable (Grants.gov form)		Conditionally required
Attachments Form	Not applicable (Grants.gov form)		Required
Attachment 1: List of key personnel	personnel.pdf	1	Required
Attachment 2: Narrative	narrative.pdf	Level I: 5; Level II: 8	Required
Attachment 3: Curriculum vitae	cvs.pdf		Required
Attachment 4: AHRC budget	AHRCbudget.pdf		Required
Attachment 5: Work plan	workplan.pdf		Required
Attachment 6: Data management plan	dmp.pdf	2	Required
Attachment 7: Letters from project partners	letters.pdf		Required
Attachment 8: Federally negotiated indirect cost rate agreement	agreement.pdf		Conditionally required
Attachment 9: Explanation of delinquent federal debt	federaldebt.pdf		Conditionally required

SF-424 Application for Federal Assistance – Short Organizational

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

5. Applicant Information

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

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

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

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

6. Project Information

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

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

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

7. Project Director

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

8. Primary Contact/Grants Administrator

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

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

9. Authorized Representative

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

Supplementary Cover Sheet for NEH Grant Programs

Provide the following information:

1. Project Director

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

2. Institutional Information

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

3. Project Funding

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

4. Application Information

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

For Type of Application, check “new.”

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

Project/Performance Site Location(s) Form

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

Certification Regarding Lobbying

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

Standard Form-LLL, “Disclosure of Lobbying Activities”

If non-federal funds have been or will be used for lobbying, you must also complete and submit Standard Form-LLL, “Disclosure of Lobbying Activities.” See 2 CFR §200.450 for additional information.

Attachments Form

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

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 PDF portfolios containing multiple PDFs. In addition, NEH cannot accept PDFs to which security has been added (password-protection, encryption, digital signatures, etc.). Flatten any such files before uploading to Grants.gov.

Visit Grants.gov’s Adobe Software Compatibility page to verify the compatibility of your current software or to download the appropriate version. If you have a problem installing Adobe Reader, 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.

iv. Attachments

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

The U.S. and U.K. applications will be identical in all respects, with the exception of the budget documents. The corresponding AHRC document is indicated below in parentheses to assist applicants with preparing applications.

Attachment 1: List of key personnel, required (AHRC: List of key personnel)

List all key U.S. and U.K. personnel and their institutional affiliations, if any, on a separate page. Clearly identify the project director and any co-directors. The project director is responsible for the programmatic aspects and day-to-day management of the proposed project. Project participants refer to members of the team who will carry out programmatic activities. The names on this list should match the names mentioned in the work plan section of the project's narrative. The list must also include the names and institutional affiliations of advisory board members, if applicable. The list is used to ensure that prospective peer reviewers have no conflict of interest with the proposals that they will evaluate.

Name the file personnel.pdf.

Attachment 2: Narrative, required (AHRC: Case for support)

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

Attachment 3: Curriculum vitae, required (AHRC: Curriculum vitae)

Provide a two-page CV for each of the key U.S. and U.K. personnel. CVs should include basic information about education, employment history, and academic responsibilities. CVs should also include major publications/outputs from the last five years. This list of publications/outputs should be no more than one page. Name the file cvs.pdf.

Attachment 4: AHRC budget, required (AHRC: NEH budget)

Include the budget and budget justification submitted by the U.K. applicant to AHRC. Name the file AHRCbudget.pdf.

Attachment 5: Work plan, required (AHRC: Work plan)

Describe the specific tasks that will be accomplished during the project. Include a Gantt chart of important tasks and milestones, and indicate the staff member responsible for each component. Identify any risks and note how they might adversely affect the overall schedule. Describe strategies to mitigate these risks, so as to keep the project on budget and on schedule. If the project involves staging a workshop or conference, include a draft agenda and a list of proposed participants or specific criteria for selecting participants.

Name the file workplan.pdf.

Attachment 6: Data management plan, required (AHRC: Data management plan)

Prepare a data management plan (DMP) for the project (not to exceed two pages) when applying for any award level. The members of the team should consult this document during and beyond the project's period of performance. The plan should identify what data the project will generate and/or collect; describe how the team will manage and disseminate data, including outlining the rights and obligations of all parties with respect to their roles and responsibilities in the management and retention of research data and how changes to project staffing will impact this; and explain any costs stemming from the management of data in the budget justification.

Name the file dmp.pdf.

Attachment 7: Letters from project partners, required (AHRC: Project partner letter of support)

Include letters from any U.S. and U.K. project partners. A project partner is defined here as an organization that is making a significant and specific contribution (either in cash or in kind) to the project. The letter(s) should clearly identify the contribution each partner is making to the project.

Letters from outside persons or third-party organizations should not be included.

Name the file letters.pdf.

Attachment 8: Federally negotiated indirect cost rate agreement, conditionally required (AHRC: no equivalent document)

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

Attachment 9: Explanation of delinquent federal debt, conditionally required (AHRC: no equivalent document)

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

Name the file delinquentdebt.pdf.

3. Unique Entity Identifier and System for Award Management

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

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

1. Dun and Bradstreet (https://fedgov.dnb.com/webform)
2. System for Award Management (SAM) (https://www.sam.gov/SAM/)

3. Grants.gov (https://www.grants.gov/web/grants/applicants/organization-registration.html)

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

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

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

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

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

4. Submission Dates and Times

The due date for applications under this announcement is August 18, 2020 at 11:59 p.m. Eastern Time /August 18, 2020, 7:59 p.m. British Standard Time.

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

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

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

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

5. Intergovernmental Review

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

6. Funding Restrictions

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

- projects in which the cultural institutions are merely providing access to collections or resources are not appropriate
- 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)

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

E. Application Review Information

1. Review Criteria

The NEH and AHRC will host a joint peer review panel with an approximately equal number of panelists from the U.S. and the U.K. Peer reviewers will use the following criteria to review applications:

1: Significance

To what extent will this project benefit humanities scholars and/or cultural institution professionals? Do the applicants make a clear case for how they will make use of and benefit humanities collections or materials? How might the project generate new findings, tools, or products relevant to larger questions in the humanities?

2: Responsiveness

How clear are the goals and research questions of the project and how well do they respond to the overarching aims of this program? To what extent will the proposed activities generate fruitful, innovative and novel interactions across disciplines, institutions, and borders? How responsive is the application to the needs of the target audience(s)?

3: Methods and execution

Is the project's methodology clearly described and does it appear to be appropriate for the research questions or problems the applicants intend to address? Are communication and reporting structures clear? Are plans for engaging with audiences and users appropriate?

4: Team and collaboration

Do the team members possess the necessary qualifications and levels of commitment to achieve the project's goals? Are the skill sets of the team members complementary? Do the applicants make a clear case for the added value of U.S.-U.K. collaboration in this project?

5: Work plan

Are the project tasks and milestones clearly laid out, and is it clear which team member bears responsibility for each task? Are the timelines for completing activities reasonable? Is there a discussion of potential risks and risk mitigation strategies?

6: Budget

Do the applicants clearly identify the project's anticipated products, audiences, and impacts and are these reasonable given the proposed budget?

2. Review and Selection Process

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

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

3. Assessment of Risk and Other Pre-Award Activities

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

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

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

4. Anticipated Announcement and Award Dates

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

F. Federal Award Administration Information

1. Federal Award Notices

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

2. Administrative and National Policy Requirements

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

Debarment, Suspension, Ineligibility, and Voluntary Exclusion Certification

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

1) The prospective recipient certifies, by submission of this application, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
2) Failure to make required disclosures can result in any of the remedies described in 2 CFR §200.338, including suspension or debarment. (See also 2 CFR parts 180 and 3369).
3) Where the prospective recipient is unable to attest to the statements in this certification, an explanation must be included in Attachment 9: Explanation of delinquent federal debt.

Providing access to NEH-funded products

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

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

Copyright information

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

Acknowledging NEH support

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

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.

Principles of Civility

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

Eliminate waste, fraud, and abuse

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

3. Reporting

Recipients must comply with the following reporting and review activities:

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

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

3.) **Final Reports**. Recipients must submit a final financial report and a final performance report within 90 calendar days after the period of performance ends. The final performance report collects information relevant to program specific goals and progress on strategies; impact of the overall project; the degree to which the recipient achieved the mission, goal and strategies outlined in the approved application; recipient objectives and accomplishments; barriers encountered; and responses to summary questions regarding the recipient’s overall experiences during the entire period of performance. The final reports must be submitted online in eGMS Reach. Further information will be provided in the Notice of Action.

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

Learn more about Performance Reporting Requirements and Financial Reporting Requirements.

G. Agency Contacts

If you have questions about the program, contact:

Office of Digital Humanities

Email: odh@neh.gov
TTY: 800-877-8399
National Endowment for the Humanities
400 Seventh Street, SW
Washington, DC 20506

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

The Federal Service Desk: FSD.gov
US 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 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.