You must submit your draft no later than the date stipulated in Section D4 of the Notice of Funding Opportunity (NOFO), October 7, 2021, at 11:59 p.m. Eastern Time. Send it by email to [collaborative@neh.gov](mailto:collaborative@neh.gov) and put “Collaborative Research draft” in the subject line of the message.

Program staff will only read one draft per project and will not review drafts that do not follow the template format or are submitted after the due date. The comments provided are not part of the formal review process and have no bearing on the evaluation of the application. Drafts are optional, but previous applicants have found them helpful.

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| Title: | Descriptive title of the project. No more than two lines. See the FAQ document for further guidance on titles. |
| Grant Category: | Choose one:   * Planning International Collaboration * Conference * Manuscript Preparation * Scholarly Digital Project |
| Goal(s): | No more than 50 words. |
| Project Director: | name, title, institution |
| Key Collaborators: | * name, title, institution [identify co-project director, if applicable] * name, title, institution |
| Conference Venue/Press/Library or Other Partner Entity: | For conferences, where and when the event will take place. For conferences requesting more than a year of funding and for manuscript preparation projects, the level of interest or commitment from a press (indicate if you have a contract in place, or a letter of support from an editor). For digital projects, the library, archive, or other entity that will host the project. No more than 50 words. |
| Significance: | No more than 300 words. |
| Methods: | No more than 300 words. |
| Work Plan: | Requested amount of time for the period of performance. Describe plans for each year, or for each three-month period if total time is less than a year. No more than 100 words. |
| Project outcome(s): | What is/are the deliverable(s), and what is the plan for completion, even if the project will not be finished during the requested grant period? No more than 50 words. |
| Budget: | Briefly summarize the key planned budget line items, for example: salary offset for project directors and key personnel; honoraria for consultants; travel costs; workshop/conference venue costs; administrative support (beyond IDC); copyright, open access, or other fees. Do not include costs. |