NATIONAL ENDOWMENT FOR THE HUMANITIES

Notice of Funding Opportunity

Funding Opportunity Title: Research and Development

Funding Opportunity Number: 20220517-PR

Funding Opportunity Type: New

Federal Assistance Listing Number: 45.149

Application Deadline: May 17, 2022

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

Division of Preservation and Access
Telephone: 202-606-8570
Email: preservation@neh.gov
Federal Relay: 800-877-8399

Executive Summary

The National Endowment for the Humanities (NEH) Division of Preservation and Access is accepting applications for the Research and Development program. The purpose of this program is to support projects that address major challenges in preserving or providing access to humanities collections and resources. Research and Development offers two funding tiers in order to address projects at all stages of development and implementation.

Funding Opportunity Title	Research and Development
Funding Opportunity Number	20220517-PR
Federal Assistance Listing Number	45.149
Optional Draft Deadline	April 12, 2022, 11:59 p.m. Eastern Time
Application Deadline	May 17, 2022, 11:59 p.m. Eastern Time
Anticipated Announcements	December 2022
Anticipated FY 2023 Funding	Approximately $1,500,000
Estimated Number and Type of Awards	Approximately 7-8 grants
Award Amounts	Tier I: up to $75,000 Tier II: up to $350,000
Cost Sharing/Match Required	No
Period of Performance	Tier I: up to two years Tier II: up to three years Projects must start between March 1, 2023, and September 1, 2023.
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 C. Eligibility Information for additional information.
Program Resource Page	https://www.neh.gov/grants/preservation/research-and-development
Pre-Application Webinar	A pre-recorded webinar will be posted here by 5:00 p.m. Eastern Time on March 4, 2022.
Published	February 17, 2022

Table of Contents

A. Program Description

1. Purpose

The Research and Development program supports projects that address major challenges in preserving or providing access to humanities collections and resources. These challenges include the need to find better ways to preserve materials of critical importance to the nation's cultural heritage—from fragile artifacts and manuscripts to analog recordings and digital assets subject to technological obsolescence—and to develop advanced modes of organizing, searching, discovering, and using such materials.

This program supports projects at all stages of development, from early planning and standalone studies to advanced implementation. Research and Development projects contribute to the evolving and expanding body of knowledge for heritage practitioners, and for that reason, outcomes may take many forms. Projects may produce any combination of laboratory datasets, guidelines for standards, open access software tools, workflow and equipment specifications, widely used metadata schema, publications, online resources, or other products.

Research and Development supports work on the entire range of humanities collection types including, but not limited to, moving image and sound recordings, archaeological artifacts, born-digital and time-based media, rare books and manuscripts, archival records, material culture, and art. Applicants must demonstrate how advances in preservation and access through a Research and Development project would benefit the cultural heritage community by supporting humanities research, teaching, or public programming.

Research and Development projects are encouraged to address one or more of the following areas of special interest:

- **Preserving audiovisual and digital heritage.** Research and Development supports work to address the needs of collection formats most at risk of obsolescence. Projects may address issues such as format degradation, preservation work at scale, algorithmic and machine learning methodologies, storage, sustainable infrastructure, data appraisal, and curation.
- **Conserving the material past.** Research and Development supports scientific work to improve the conservation treatment and preventive care of cultural heritage.
- **Protecting imperiled cultural heritage**. Research and Development supports the development of tools, methods, technologies, or workflows for documenting, sharing, visualizing, and presenting lost or imperiled cultural heritage materials. Learn more about [Protecting our Cultural Heritage](#).
- **Serving under-represented communities**. Research and Development supports work that would enhance the preservation of and access to humanities collections for under-represented communities, including minority communities, Indigenous communities, and persons with disabilities.
- **Responding to climate change.** Research and Development supports work investigating the impacts of climate change on heritage collections along with developing responses to advance sustainability and resilience.

Given the complexities of preserving and providing access to humanities collections, this program recognizes the importance of forming interdisciplinary teams by bringing together participants with expertise in the humanities, preservation, information and computer science,

and natural science. The exact mix of specialists will depend on the nature of your project. Your team should embody a well-defined humanities perspective that can frame your objectives and guide the project to successful completion. Such a perspective may be provided by members of an advisory committee, a consultant, a project co-director, or another member of the project team.

Recipients should communicate the results of their work to appropriate scholarly and public audiences. Recipients must also submit a white paper documenting lessons learned in the course of their projects, so that others can benefit from their experiences. White papers will be posted on the NEH website. See E1. Reporting Requirements.

See D6. Funding Restrictions for unallowable activities.

See E1. Review Criteria for review criteria.

Funding categories

The Research and Development program offers two funding tiers in order to address projects at all stages of development and implementation.

Tier I: Planning, Basic Research, or Modifications

Tier I provides awards up to $75,000 for a period of performance of up to two years. This tier supports the following activities:

- Planning and preliminary work for large-scale research and development projects. Proposals must identify one or more project deliverable, such as the creation of an action agenda, work plan, published report, draft standard, or software prototype, that prepares the project team for subsequent stages of work.
- Discrete research projects such as case studies or laboratory experiments. Such projects do not need to involve planning or preliminary research for a larger project. Nevertheless, they must address research issues or problems in the cultural heritage field.
- Modifications or updates to established or emerging standards, methodologies, tools and equipment, or workflows.

Tier II: Advanced Implementation

Tier II provides awards up to $350,000 for a period of performance of up to three years. This level supports the following activities:

- Development of standards, practices, methodologies, or workflows for preserving and creating access to humanities collections.
- Applied research addressing preservation and access issues concerning humanities collections.
- Topic or area study in heritage preservation and access conducted using convenings, surveys, collaborative research, and other qualitative and quantitative modes of investigation. Possible deliverables could include publications, online resources, guidelines, and agenda for collective action. Applicants are encouraged to involve multi-institutional and community stakeholders working to achieve substantial national or international impact.

Tier II applicants must demonstrate project planning and preliminary research. Support for that planning might have come from NEH, from other federal or foundation awards, or from an institution's own funds.

Successful completion of a Tier I project is not a prerequisite for applying for a Tier II award.

2. Background

This program is authorized by [20 U.S.C. § 956](#). Awards are subject to [2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#), and the [General Terms and Conditions for Awards to Organizations (for grants and cooperative agreements issued January 1, 2022 or later)](#).

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

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

[Learn more about NEH](#).

NEH Initiatives

NEH seeks to support projects that respond to the following initiatives. NEH will give all applications equal consideration in accordance with the program's [review criteria](#).

In addition to the special initiatives listed below, NEH encourages projects that include Native American organizations and communities as lead applicants and project partners.

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

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

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

Protecting our Cultural Heritage

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

B. Federal Award Information

1. Type of Application and Award

NEH seeks new applications in response to this notice.

NEH will provide funding in the form of grants.

2. Summary of Funding

Award Amounts

You may request up to $75,000 for Tier I awards or $350,000 for Tier II awards.

NEH anticipates approximately $1,500,000 to fund an estimated seven to eight recipients.

NEH will not determine the amount available until Congress enacts the final FY 2023 budget. This notice is subject to the availability of appropriated funds and is a contingency action taken to ensure that, should funds become available for this purpose, applications can be processed and funds awarded in a timely manner.

Period of Performance

You may request a period of performance of up to two years for Tier I awards and up to three years for Tier II awards. The period of performance must start between March 1, 2023, and September 1, 2023. The period of performance must start on the first day of the month.

C. Eligibility Information

1. Eligible Applicants

Eligible applicants must be based in the United States or its jurisdictions and be one of the following:

- a nonprofit organization with 501(c)(3) tax-exempt status
- an accredited institution of higher education (public or 501(c)(3))
- a unit of state or local government
- a federally recognized Native American tribal government

An eligible applicant may apply on behalf of a consortium of collaborating organizations. If selected for funding, the applicant will be programmatically, legally, and fiscally responsible for the award.

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

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

2. Cost Sharing

Cost sharing is not required in this program unless you request federal matching funds.

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.

Required cost sharing includes third-party non-federal gift money that must be raised to release federal matching funds. Applicants requesting federal matching funds must raise dollar-for-dollar cash contributions from nonfederal third parties and have them certified by NEH before the funds are released (see the NEH Federal Matching Funds Guidelines). Federal matching funds are typically distributed on an annual basis over the life of the award.

Applicants may contribute voluntary cost share to projects in which the total costs exceed the amount awarded by NEH. Voluntary cost share includes:

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

Recipients must maintain auditable records of the source and use of contributed cost share. See 2 CFR § 200.306.

Learn about types of funding offered by NEH.

3. Other Eligibility Information

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

Applicants may revise and resubmit previously rejected applications, which NEH will assess by the same criteria as others in the current competition.

Prior NEH award recipients may request support for a new or subsequent stage of the same project. NEH will assess such proposals by the same criteria as others in the current competition.

Per 2 CFR § 200.403(f), overlapping project costs across multiple applications for federal funding and/or approved federal award budgets are not allowed. However, applicants may seek funding for **complementary** aspects of the same overall project. NEH may disallow costs or reject applications with overlapping project costs. An individual's level of effort cannot exceed 100% across all active federally funded awards.

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. Applicants may use funds from, or sites and materials controlled by, other federal entities. Such resources may not 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 in 2 CFR §§ 200.1 and .331(a). Eligible applicants may hire foreign individuals and consultants to carry out various programmatic activities on a fee-for-service basis, as specified in 2 CFR § 200.459 and secure vendor contracts such as in-country transportation services. If you are interested in submitting an application for a project involving international collaboration, consult with program staff.

Except for the rare cases covered by NEH's late submission policy, applications must be received by the deadline. Incomplete, nonresponsive, or ineligible applications will not be considered for funding under this notice. Applications must adhere to specified page limits and formatting requirements or they will not be reviewed. See the Application Components Table.

D. Application and Submission Information

1. Application Package

You must apply using Grants.gov Workspace or a Grants.gov system-to-system solution. You can find this funding opportunity in Grants.gov under number 20220517-PR. There is also a link on the program resource page.

You can find the application package, which includes a series of required and conditionally required forms, for this funding opportunity under the "Package" tab. You will upload additional application components into the Attachments Form.

You must complete a multistep registration process to submit your application. See D3. Unique Entity Identifier and System for Award Management.

Contact preservation@neh.gov to request a paper copy of this notice.

If you are deaf or hard of hearing, you can contact NEH using Federal Relay at 800-877-8399.

2. Content and Form of Application Submission

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

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

- Required: All applicants must submit this component.
- Conditionally Required: Applicants must submit this component if they meet the specified conditions.

- Recommended: NEH encourages, but does not require, applicants to submit this component.

You must submit all required and relevant conditionally required components. **Applications missing any required or relevant conditionally required components will be considered incomplete and rejected from further consideration.**

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

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

You must abide by the page limits and formatting instructions in this notice. **Applications that exceed page limits or violate formatting instructions will be considered nonresponsive and rejected from further consideration.**

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

- paper no larger than standard letter (8 ½" x 11")
- at least one-inch margins on all sides for all pages
- a font no smaller than 11-point

In addition, you are encouraged to format your components consistent with the following:

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

Application Components Table

Application Component	File Name	Designation	Page limits
Grants.gov forms			
SF-424 Application for Federal Assistance - Short Organizational		Required	
Supplementary Cover Sheet for NEH Grant Programs		Required	
Project/Performance Site(s) Location Form		Required	
Research and Related Budget		Required	
Attachments Form		Required	
Certification Regarding Lobbying		Conditionally required	
Standard Form-LLL "Disclosure of Lobbying Activities"		Conditionally required	
Attachments			
1: Narrative	narrative.pdf	Required	Tier I: 10 Tier II: 15 (mandatory)
2: List of project personnel	personnel.pdf	Required	
3: Résumés for key personnel	resumes.pdf	Required	2 pages each (suggested)
4: Bibliography and environmental scan	bibliography.pdf	Recommended	
5: Work plan	workplan.pdf	Required	
6: History of support	history.pdf	Recommended	
7: Letters of commitment	commitment.pdf	Recommended	
8: Letters of support	support.pdf	Recommended	
9: Federally negotiated indirect cost rate agreement	agreement.pdf	Conditionally required	
10: Explanation of delinquent federal debt	delinquentdebt.pdf	Conditionally required	
11: Additional supporting documentation	documentation.pdf	Recommended	50 pages (mandatory)

Narrative

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

You must limit the narrative to ten (Tier I) or fifteen (Tier II) single-spaced pages with one-inch margins and a font size of at least eleven point. Do not include an executive summary or a table of contents. You may include images, charts, diagrams, footnotes, and endnotes if they fit within the page limit.

Organize your narrative using the following section headings. Each section aligns with corresponding review criteria.

1. Significance to the humanities (aligns with review criterion 1)

Explain the preservation and access research challenge to be addressed and how the cultural heritage field would benefit from the proposed solution. Consider which types of humanities collections or resources, as well as institutions, would benefit from improvements to preservation and access practices. Clearly identify the project outcomes and describe how they would support enhancements to conducting humanities research, education, or public programming. If applicable, indicate how project results might serve the humanities needs of under-represented communities.

2. Preservation and access research impact (aligns with review criterion 1)

Describe how your project relates to other work in the preservation field and how your proposed outcomes would contribute to advancing specific theories, practices, or overall knowledge about a particular topic or issue. Explain plans to disseminate project results and their anticipated adoption or integration by practitioners. If you are requesting funding for extensive audience engagement to ensure adoption, you may include a detailed dissemination plan in Attachment 10: Additional supporting documentation. You may provide a bibliography and environmental scan in Attachment 4: Bibliography and environmental scan.

3. Project history, scope, and duration (aligns with review criteria 1 and 3)

Provide a concise history of the project, including information about previous research or planning. Indicate what has been accomplished in previous phases and the degree to which the project has met its established goals. You may list any publications, in print or electronic form, that have already been produced in Attachment 4: Bibliography and environmental scan. For online projects, include the website and metrics that would demonstrate the project's significance to its field.

If you are requesting funding for a component of a larger project that will not be completed in its entirety during the requested period of performance, describe the scope and duration of the entire project and distinguish how accomplishments or products intended for this phase would contribute to the overall effort.

4. Methodology (aligns with review criterion 2 and 3)

Discuss the procedures and standards that will be followed in carrying out the project, considering the following:

- **Developmental or experimental methodology**: Discuss the methodological approach that you will employ to accomplish objectives. Indicate any programming languages, platforms, software, or other applications you will employ to assist you with executing this methodology.
- **Collections handling**: For projects working directly with a humanities collection as a test bed, discuss efforts to ensure proper handling and, if applicable, preservation.
- **Data capture**: Describe which instruments and tools will be used to capture or generate data and efforts to ensure data integrity.
- **Intellectual property and privacy**: Discuss the management of intellectual property or privacy permissions necessary to ensure the availability of the project's results—for example, proprietary technologies or licensed software. You should already have obtained permissions in matters concerning intellectual property, and you should

provide pertinent documentation in Attachment 10: Additional supporting documentation.

5. Work plan (aligns with review criteria 2, 3, and 6)

Summarize your work plan, including a high-level schedule indicating what you will accomplish during each stage of the project. Provide a detailed version of your work plan in Attachment 5: Work plan.

6. Institutional profile and project staff (aligns with review criteria 4 and 6)

Explain the applicant institution's capabilities for conducting the project, including its possession of the necessary technical infrastructure and scientific facilities. Describe the institution's experience in areas related to the project. Discuss the capabilities of any collaborating institutions or organizations including institutions representing minority and Indigenous communities.

Discuss the disciplinary and professional makeup of the project team as it pertains to objectives and proposed activities.

Describe the staff members' duties and qualifications. Indicate the amount of time that the principal members of the project team will devote to the project.

If the project has an advisory board, explain the board's function and identify the responsibilities of key members. Provide the names and affiliations of all project personnel, advisory board members, and consultants in Attachment 2: List of project personnel.

Explain how community perspectives and representation would be incorporated in the proposed activities and decision-making process. In the case of Native American groups, indicate how your staffing plan (and other project components) will facilitate adherence to the NEH Code of Ethics Relating to Native Americans.

7. Evaluation and sustainability (aligns with review criteria 5 and 6)

Provide a detailed plan for evaluating your project's outcomes. Explain in general terms the methods that you will use to implement and evaluate your scientific, quantitative, or qualitative results.

Describe your plans for the long-term preservation of project deliverables.

Discuss measures to ensure appropriate storage, retrieval, and preservation for data generated during your project. As needed, describe personnel training, storage systems, data standards, migration plans, and infrastructural capacity. For data intensive projects, it may be helpful to format your discussion of sustainability as a data management plan. You may include the plan in Attachment 10: Additional supporting documentation.

Narrative Guidance	
Each section of the narrative aligns with corresponding review criteria. Use the crosswalk to ensure you address all criteria.	

Narrative Section	Review Criteria
1. Significance to the humanities	#1
2. Preservation and access research impact	#1
3. Project history, scope, and duration	#1, 3
4. Methodology	#2, 3
5. Work plan	#2, 3, 6
6. Institutional profile and project staff	#4, 6
7. Evaluation and sustainability	#5, 6

Research and Related Budget

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

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

Required fields are indicated in yellow. Round to the nearest whole dollar amount in all dollar fields. The inclusion of a cost category on the Research and Related Budget does not automatically indicate that an expense is allowable. See D6. Funding Restrictions to ensure that costs are not disallowed.

If you are exclusively requesting outright funds, your budget should include only funding requested from NEH. If you are requesting federal matching funds, your budget must equal total funding requested from NEH (outright and federal matching funds) and the one-to-one required third party cost share for the federal matching funds. Refer to the NEH Federal Matching Funds Guidelines regarding the eligibility of gifts for matching purposes. Total federal matching funds and cost share should equal the amounts indicated on the Supplementary Cover Sheet for NEH Grant Programs in the "Federal Matching" and "Cost Sharing" fields. Learn about types of funds offered by NEH.

Do not include voluntary cost sharing on the Research and Related Budget form, but describe it in your budget justification.

All costs, whether supported by NEH funds or required cost sharing contributions (if applicable), 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 - Audit Requirements.

Team members who are playing a leadership role in the project should be included under A. Senior/Key Person. Additional team members should be included under B. Other Personnel.

Only personnel employed by the applicant institution should be included in A. and B. Depending on their role on the project, costs for other team members may be included under F3. Consultant Services or F5. Subawards/Consortium/Contractual Costs.

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

Introductory Fields

If not pre-populated, indicate your organization's Unique Entity Identifier, name, and the period of performance. This should be the same as the information provided on your SF-424 Application for Federal Assistance - Short Organizational. Your period of performance must start on the first day of the month and end on the last day of the month. Check "project" for budget type.

A. Senior/Key Person

Include personnel who are employed by the applicant institution who will play a leadership role on the project. Do not include collaborators at other institutions or consultants, as they will be included in F. Other Direct Costs.

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

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

If your organization follows an academic calendar, you may differentiate levels of effort by using the academic and summer months columns. If effort remains constant, but your institutional business process requires noting academic and summer months separately, you may use both columns. If your institution does not use a nine-month academic year or a three-month summer period, include your institution's definition of these terms in your budget justification.

Enter the requested salary and fringe benefits for each 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.

You must claim salaries and wages in compliance with 2 CFR §§ 200.430 and .466 and fringe benefits in compliance with 2 CFR § 200.431.

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

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

B. Other Personnel

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

Post-doctoral associates, graduate students, and undergraduate students

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 costs in accordance with the actual work performed. Tuition remission may be charged on an average rate basis.

Secretarial/Clerical

In most circumstances, the salaries of administrative, secretarial, or clerical staff are included as indirect costs (see H. Indirect Costs). Per 2 CFR § 200.413(c), you may charge salaries for administrative or clerical staff as direct costs only if the following conditions are met:

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

Document how direct charging for secretarial/clerical personnel meets all four conditions in your budget justification. NEH may request additional information to assess allowability.

Additional Other Personnel

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

You must claim salaries and wages in compliance with 2 CFR §§ 200.430 and .466 and fringe benefits in compliance with 2 CFR § 200.431.

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

C. Equipment Description

Equipment is defined as nonexpendable personal property costing $5,000 or more per item and having a service life of more than one year (unless your organization has established a lower level). See 2 CFR §§ 200.313 and .439.

You may purchase equipment if analysis demonstrates that it is more economical and practical than leasing (equipment rental/user fees should be included in F. Other Direct Costs). You may charge depreciation in compliance with 2 CFR § 200.436.

Per 2 CFR § 200.322, you should preference goods, products, and materials produced in the United States purchased or acquired under a federal award. The requirements of this section must be included in all subawards, contracts, and purchase orders for work or products under this award.

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

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

The form will calculate total equipment costs.

D. Travel

Enter the total funds requested for both domestic (local and long-distance) and foreign travel (travel to Canada and Mexico is considered foreign travel). In your budget justification, include the purpose, destination, travel dates (if known), and traveler names (if known) for each trip. If dates are not known, specify the estimated length of trip (e.g., 3 days). If travelers are unknown, provide a count. 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 consistent with written institutional policy. You must use the lowest available commercial fares for coach or equivalent accommodations. **Arrangements made on a non-refundable basis are at the risk of the recipient if the services must be cancelled for any reason**.

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

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

Include travel costs for participants in E3 and travel costs for consultants in F3.

The form will calculate total travel costs.

E. Participant/Trainee Support Costs

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

As defined in 2 CFR § 200.1, participant support costs are direct costs for expenses such as stipends, travel allowances, subsistence allowances, and registration fees paid to or on behalf of participants in connection with conferences or training projects.

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

Include supporting information in your [budget justification](). **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.**

The form will calculate total participant support costs.

1. Tuition/Fees/Health Insurance
Leave this field blank.

2. Stipends
Enter the total funds requested for participant stipends.

3. Travel
Enter the total funds requested for participant travel. In your [budget justification](), name the travelers (if known) and itemize their travel expenses (e.g., roundtrip airfare, mileage or public transportation, related parking, etc.).

4. Subsistence
Enter the total funds requested for participant subsistence. Subsistence expenses include lodging and service charges; meals, including taxes and tips; and incidental expenses (e.g., fees and tips).

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

Number of Participants/Trainees
Enter the total number of participants. This field cannot exceed 999.

F. Other Direct Costs
The form will calculate total other direct costs.

1. Materials and Supplies
Enter the total funds requested for materials and supplies costing the lesser of the capitalization level established by the applicant or $5,000 per item, regardless of the length of its useful life. See [2 CFR §§ 200.314]() and [.453]().

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

3. Consultant Services
Enter the total funds requested for consultant services. If your project includes an external advisory committee, include associated costs here.

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

4. Automated Data Processing (ADP)/Computer Services

Enter the total funds requested for ADP/computer services, including computer-based retrieval of scientific, technical, and education information. Include personal computers and accessories under [Materials and Supplies](#).

If such services are provided by a third-party, include them in [Subawards/Consortium/Contractual Costs](#).

5. Subawards/Consortium/Contractual Costs

Enter the total funds requested (both direct and indirect costs) for activities to be performed by third parties. **Itemize the costs associated with the subaward or contract in your budget justification, using the same categories on the Research and Related Budget. Justify each subrecipient individually.** NEH may request additional information in order to assess reasonableness and allowability. See [2 CFR §§ 200.331](#) and [.332](#).

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

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

If a subrecipient is claiming indirect costs, include their federally negotiated indirect cost rate agreement in [Attachment 9: Federally negotiated indirect cost rate agreement](#). Subrecipients requesting the de minimis rate are not required to provide an agreement.

See [F2. Administrative and National Policy Requirements](#) for additional information on subrecipient monitoring.

6. Equipment or Facility Rental/User Fees

Enter the total funds requested for rental/user fees for equipment and facilities.

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

Per [2 CFR § 200.432](#), allowable conference costs include rental of facilities. Rental costs under "less-than-arm's-length" leases are allowable, provided they are consistent with [2 CFR § 200.465(c)](#).

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

7. Alterations and Renovations

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

8-10. Other

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

Per 2 CFR § 200.432, allowable conference costs may include speakers' fees, costs of meals and refreshments, and other incidental items. Conference hosts must exercise discretion and judgment to ensure that costs are appropriate, necessary, and managed in a manner that minimizes costs to the award.

Food and/or meals are only allowable when vendors are unavailable during the scheduled program. Federal funds for meals/ food/ refreshments at receptions or "networking" events are not permitted. If complimentary meals or refreshments are provided during meetings, conferences, training, or other events while on NEH-supported travel, you must reduce the per diem charged to award accordingly. Per 2 CFR § 200.423, alcoholic beverages are unallowable.

G. Total Direct Costs

The form will calculate total direct costs.

H. Indirect Costs

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

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

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

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

Except as provided in 2 CFR § 200.414(c)(1), federal agencies must use the negotiated rate(s) in effect at the time of the initial award throughout the life of the federal award. Award levels will not be adjusted 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 at the time of the award must be adjusted once a rate is negotiated and approved by the cognizant agency for indirect costs. If the

recipient fails to negotiate an indirect cost rate applicable to the period of performance within the period of performance, indirect costs may be disallowed.

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

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

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

Include a copy of your federally negotiated indirect cost rate agreement, along with subrecipient agreements, and as Attachment 9: Federally negotiated indirect cost rate agreement, when applicable.

Indirect Cost Type
Enter the type of indirect cost rate (e.g., other sponsored activities, all programs, instruction, 10% de minimis, etc.) and base (e.g., MTDC, salaries, salaries & fringe, etc.) and whether the activity and rate are on- or off-site. If your budget includes more than one indirect cost rate or base, list them as separate entries (for example, if your project includes activities that occur both on and off campus). If you do not have a current indirect rate(s) approved by a federal agency but intend to (re)negotiate, indicate "None-will negotiate." If needed, provide additional detail in your budget justification.

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

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

Funds Requested ($)
Enter the funds requested for each indirect cost type.

Total Indirect Costs
The form will calculate total indirect costs.

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

I. Total Direct and Indirect Costs
The form will calculate total project costs.

J. Fee
Leave this field blank.

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

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

If your project includes subawards or contracts, you must justify each separately using the categories on the Research and Related Budget. Include a breakout for each line item of the subaward or contract in your justification.

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

If applicable, describe voluntary cost share in the budget justification. These costs should not be included on the Research and Related Budget form.

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

Your total federal matching funds and voluntary cost share should equal the amounts indicated on the [Supplementary Cover Sheet for NEH Grant Programs](#) in the "Federal Matching" and "Cost Sharing" fields.

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

B. Other Personnel
List names (if known), roles, months, and requested salary and fringe benefits for post-doctoral associates, graduate students, undergraduate students, and secretarial/clerical personnel.

If your budget includes secretarial/clerical personnel, describe how they meet the four conditions for inclusion as a direct cost.

C. Equipment Description
Detail the number and unit cost for each item and explain how you arrived at the dollar amounts. Provide vendor quotes or price lists.

D. Travel
For each trip, provide the name of the traveler (if known), explain the purpose of the trip, and specify the points of origin and destination. Break out the costs of transportation, lodging, per

diem, and any other expenses associated with the travel. Explain how you arrived at these dollar amounts.

E. Participant/Trainee Support Costs

Describe your method of cost computation for participant stipends, travel, subsistence, and other costs. If possible, detail participant travel costs using the instructions above.

F. Other Direct Costs

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

2. Publication Costs: indicate print runs and justify costs, including vendor quotes, if applicable.

3. Consultant Services: identify each consultant, describe the services they will perform, specify the number of days, outline travel costs, and provide total costs. If applicable, include proposals.

4. Automated Data Processing (ADP)/Computer Services
Itemize the funds requested for each service and include established service rates, if applicable.

5. Subawards/Consortium/Contractual Costs
List the costs of project activities to be undertaken by third parties. Identify each third party by name, describe their role in the project, the activities they will carry out, and the associated cost. For each entry, designate the third party as either a subrecipient (who receives a subaward) or a contractor (who receives a contract). Itemize associated costs using the same categories as the Research and Related Budget for each third party and provide relevant supporting documents.

6. Equipment or Facility Rental/User Fees
Identify and justify each rental/user fee. Provide relevant supporting documentation.

8. Other Costs
Itemize, describe, and justify any other direct costs. Include supporting documentation. "Miscellaneous" and "contingency" are not acceptable budget categories.

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

Application Components

SF-424 Application for Federal Assistance – Short Organizational

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

5. Applicant Information

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

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

g. Provide your [congressional district](#). For example, if your institution is located in the 5th congressional district of your state, put a "5." If your institution does not have a congressional district (for example, it is in a state or U.S. jurisdiction that does not have districts, or is in a foreign country), put a "0" (zero).

6. Project Information

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

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

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

7. Project Director

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

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

8. Primary Contact/Grants Administrator

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

As a matter of NEH policy, the project director named in item 7 may not be the same individual named as the primary contact/grants administrator named in item 8. The role of the project director must be distinct 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. The institutional grant administrator must sign or countersign financial reports and prior approval requests such as budget revisions, extensions of the period of performance, and changes in key personnel. Similarly, NEH will send official correspondence (for example, an offer letter, award documents, an extension, a supplement, or amendment) to the institutional grant administrator and copy to the project director.

9. Authorized Representative

Provide the name, title, and contact information for the authorized organization representative (AOR) who is submitting the application on behalf of the institution. This person, often called an "authorizing official," is typically the president, vice president, executive director, board chair, provost, or chancellor. The institution's Grants.gov E-Business Point of Contact must designate the AOR.

Supplementary Cover Sheet for NEH Grant Programs

1. Project Director

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

2. Institutional Information

Select your institution type from the drop-down menu.

3. Project Funding

Enter the amount of outright and federal matching funds requested, as well as required cost share, if applicable. Do not include voluntary cost share. Learn about different types of funding.

4. Application Information

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

For type of application, check "new."

Select the project's primary discipline from the drop-down menu. If applicable, select the project's secondary and tertiary disciplines.

Project/Performance Site Location(s) Form

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

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

Certification Regarding Lobbying (conditionally required)

If you request more than $100,000, you must submit the Certification Regarding Lobbying. Add this optional form to your application package in Grants.gov and it will autofill based upon information provided on the SF-424 Application for Federal Assistance - Short Organizational.

Standard Form-LLL, "Disclosure of Lobbying Activities" (conditionally required)

If you have or will use non-federal funds for lobbying, you must submit Standard Form-LLL, "Disclosure of Lobbying Activities." Add this optional form to your application package in Grants.gov. See 2 CFR § 200.450.

Attachments Form

This form accommodates up to fifteen attachments. **Attachments must be in Portable Document Format (.pdf).** Convert all non-PDF files (i.e., Word, Excel, images, etc.) to PDFs. If an attachment contains multiple documents, merge them into a single file. Be aware that, occasionally, converting a document to PDF may alter its length. Do not attach portfolios containing multiple PDFs. NEH cannot accept security-enhanced PDFs (e.g., password-protection, encryption, digital signatures, etc.). Flatten security-enhanced PDFs before uploading to Grants.gov.

Consult the Application Components Table to name and sequence your attachments so that NEH can easily identify them. Grants.gov may reject your application if file names are more than 50 characters; if you use the same name for multiple files; or if file names include characters other than the following: A-Z, a-z, 0-9, underscore, hyphen, space, period, parentheses, curly braces, square brackets, ampersand, tilde, exclamation point, comma, semicolon, apostrophe, at sign, number sign, dollar sign, percent sign, plus sign, and equal sign.

Grants.gov may accept and validate your application even if required components are missing or in the incorrect format. However, even if Grants.gov accepts and validates your application, it will be rejected by NEH if it is missing required components or is improperly formatted. It is your responsibility to ensure that all attachments are within page limits and that all required components are properly formatted, attached, and submitted.

Learn more about Adobe software compatibility with Grants.gov and ensure that your version of Adobe Acrobat Reader can be used to download, complete, and submit your application.

Attachment 1: Narrative (required)

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

Attachment 2: List of project personnel (required)

List all project personnel, consultants, and if applicable, members of the project's advisory board and authors of letters of support in alphabetical order, surnames first, along with their institutional affiliation. NEH uses this list to ensure that prospective reviewers have no conflict of interest with the applications they will evaluate. Name the file personnel.pdf.

Attachment 3: Résumés for key personnel (required)

Include résumés for persons occupying the key positions described in the budget, with a suggested length of two pages in length per person. In the event that a biographical sketch is included for an identified individual who is not yet hired, include a letter of commitment from that person with the biographical sketch. Name the file resumes.pdf.

Attachment 4: Bibliography and environmental scan (recommended)

You may include a brief bibliography of relevant sources, including publications produced in current or previous phases of the project, as well as an in-depth environmental scan (or a field or literature review). For online projects, include a web address and metrics that would demonstrate the project's significance. Name the file bibliography.pdf.

Attachment 5: Work plan (required)

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

Detail the activities you will undertake during the period of performance to achieve each of the objectives proposed in the [Methodology](#) section of your narrative. Use a timeline that includes each activity and identifies responsible staff. Separate complex procedures into a coherent set of activities. Explain how outcomes from one activity will carry over into the next. For each activity, specify the project team members involved. For collaborative projects, discuss the distribution of responsibilities across each institution. As appropriate, identify meaningful support and collaboration with key stakeholders in planning, designing, and implementing all activities. Name the file workplan.pdf.

Attachment 6: History of support (recommended)

If the project has received third-party support from any federal or nonfederal sources (including NEH), list on one page the sources, dates, and amounts of these awards. If the project has a long history of support, the sources and contributions may be grouped and summarized. Name the file history.pdf.

Attachment 7: Letters of commitment (recommended)

If your project involves partner or service providers, you are strongly encouraged to provide letters of commitment outlining the scope of work and anticipated costs. Name the file commitment.pdf.

Attachment 8: Letters of support (recommended)

You may include letters of support that address the project's significance and the program's [review criteria](#), written by experts in the project's subject area, proposed methodology, or technology. Authors of letters of support will not participate in the NEH review process.

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

Attachment 9: Federally negotiated indirect cost rate agreement (conditionally required)

If your organization is claiming indirect costs and has a current federally negotiated indirect cost rate agreement, submit a copy of the agreement. Also include the indirect cost rate agreements for subrecipients claiming indirect costs. If you request the de minimis rate, this attachment is not required.

Name the file agreement.pdf.

Attachment 10: Explanation of delinquent federal debt (conditionally required)

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

Name the file delinquentdebt.pdf.

Attachment 11: Additional supporting documentation (recommended)

As relevant, you may include the following:

- a data management plan
- representative samples of the final or anticipated form of the work
- permissions in matters concerning intellectual property
- results from previous or preliminary work such as screenshots, reports, or collected data
- job descriptions for any additional staff who will be hired specifically to work on the project
- dissemination plan
- diversity plan

Your additional supporting documentation must not exceed 50 pages.

Name the file documentation.pdf.

3. Unique Entity Identifier and System for Award Management

Before submitting its application, your organization must register with the System for Award Management (SAM) and Grants.gov. Learn more about this multistep process.

If you have not already done so, you will be required to create a Login.gov user account to register and log in to SAM and Grants.gov. Login.gov is a secure sign in service used by the public to sign in to participating government agencies. Create and link your account now.

Check your registrations well in advance of the deadline to ensure that they are accurate, current, and active. If your SAM registration is not active and current at the time of Grants.gov submission, NEH will reject your application.

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

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

System for Award Management (SAM)

Your organization must register with the System for Award Management (SAM) and maintain active SAM registration with current information at all times during which you have an active federal award or an application 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)). SAM will assign your organization a Unique Entity Identifier.

If you have not already done so, you will be required to create a Login.gov user account to register in SAM. When registering or renewing in SAM, you will review and agree to the Financial Assistance Certifications, as in accordance with 2 CFR § 200.209.

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

Grants.gov

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

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

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

Consult the [Grants.gov Online User Guide](#) if you have questions. Grants.gov maintains [a library of instructional videos](#) which may be helpful as you prepare your application.

4. Submission Dates and Times

Drafts

Program officers will review drafts submitted by April 12, 2022, at 11:59 p.m. Eastern Time. Late drafts will not be reviewed.

This optional review is not part of the formal selection process and has no bearing on the final funding decision. However, previous applicants have found it helpful in strengthening their applications. If you choose to submit a draft, send it as an attachment to preservation@neh.gov.

Applications

The deadline for applications under this notice is May 17, 2022, at 11:59 p.m. Eastern Time.

Applications must be complete, follow length and formatting requirements, and be validated by Grants.gov under the correct funding opportunity prior to the deadline to be considered under this notice.

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

When NEH receives your application, the agency will assign it a tracking number beginning with PR-. 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). NEH will notify you by email if a technical problem is detected. It is your responsibility to correct any errors prior to the deadline.

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

5. Intergovernmental Review

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

6. Funding Restrictions

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

- projects focused primarily on curriculum development
- restoration of historic structures, the preservation of the built environment, or the stabilization of archaeological sites
- projects primarily directed at enhancing the preservation of and access to a specific collection or the holdings of a specific institution, or projects intending solely to arrange and describe, digitize, or reformat a humanities collection (or to create a reference resource such as an encyclopedia or atlas)
- promotion of a particular political, religious, or ideological point of view
- advocacy of a particular program of social or political action
- support of specific public policies or legislation
- lobbying
- projects that fall outside of the humanities and the humanistic social sciences (including the creation or performance of art; creative writing, autobiographies, memoirs, and creative nonfiction; and quantitative social science research or policy studies)

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

E. Application Review Information

1. Review Criteria

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

1. The **significance and potential impact** of the project for advancing preservation and access practices. The likely benefits of the project for humanities research, education, or public programming. Corresponds to [narrative sections 1, 2, and 3](#).

2. The **soundness of the methodology**, including its adherence to accepted professional and technical standards of practice. Corresponds to [narrative sections 4 and 5](#), [Attachment 4: Bibliography and environmental scan](#), and [Attachment 5: Work plan](#).

3. The **viability, efficiency, and productivity of the project**, as well as the proposed strategy for managing the project as indicated by the work plan. Corresponds to [narrative sections 3, 4, and 5](#) and [Attachment 5: Work plan](#).

4. The **qualifications and expertise** of the project's staff in relation to the activities for which support is requested. The capabilities of the applicant organization and the quality and availability of facilities and personnel to fulfill the needs and requirements of the proposed project. Corresponds to [narrative section 6](#), [Attachment 2: List of project personnel](#), and [Attachment 3: Résumés for key personnel](#).

5. The **feasibility and effectiveness of plans for evaluating and sustaining project results**, the extent to which results may be national in scope, and the degree to which the project activities are replicable. The sustainability of the program beyond the federal funding, including evaluating results and sustaining outcomes. Corresponds to narrative section 7 and Attachment 5: Work plan.

6. The **reasonableness of the proposed budget** in relation to the objectives, the complexity of the proposed activities, and the anticipated results. The extent to which costs, as outlined in the budget, are reasonable given the scope of work. The extent to which key personnel will devote an adequate amount of time to the project to achieve objectives. Corresponds to narrative sections 5, 6, and 7.

2. Review and Selection Process

NEH staff will review all applications for eligibility, completeness, and responsiveness. Complete applications from eligible applicants will be reviewed by experts in the field with relevant knowledge and expertise in the types of project activities identified in the applications. NEH instructs peer reviewers to evaluate applications according to the review criteria in this notice. Peer reviewers must comply with federal ethics and conflicts of interest requirements.

NEH staff will comment on matters of fact or on significant issues not addressed by peer reviews, then will make recommendations to the National Council on the Humanities. The National Council meets at least twice annually to advise the NEH Chair. The Chair considers the advice provided by the review process and, by law, makes all funding decisions. Learn more about the NEH review process.

3. Assessment of Risk and Other Pre-Award Activities

NEH will assess applications that receive a favorable review for past performance, as applicable; cost analysis of the project budget; assessment of management systems; continued applicant eligibility; and compliance with any public policy requirements, as well as other considerations.

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

After reviewing applicable information, the NEH Office of Grant Management will determine if an award can be made, if special conditions are required, and the appropriate level of funding. NEH may elect not to fund applicants with management or financial instability that affects their ability to implement the terms and conditions of the award (2 CFR § 200.206).

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

4. Anticipated Announcement and Award Dates

NEH will notify you of funding decisions by email in December 2022. This is not an authorization to begin performance or incur related costs. You may request evaluations of your proposal by contacting preservation@neh.gov.

F. Federal Award Administration Information

1. Federal Award Notices

The NEH Office of Grant Management will send award documents to recipients through eGMS Reach in January 2023.

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 January 1, 2022, or later)](#), and the specific terms and conditions in the Notice of Action.

Debarment, suspension, ineligibility, and voluntary exclusion certification

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

- 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.
- Failure to make required disclosures can result in any of the remedies described in [2 CFR § 200.339](#), including suspension or debarment. See [2 CFR 180](#) and [3369](#).
- If the prospective recipient is unable to attest to the statements in this certification, an explanation must be included in [Attachment 10: Explanation of delinquent federal debt](#).

Providing access to NEH-funded products

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

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

Copyright information

Recipients may copyright 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 excerpts from grant products in [*Humanities*](#) magazine or on its website.

Acknowledging NEH support

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

Subrecipient Monitoring Requirements

Per [2 CFR § 25.300](#), recipients may only issue subawards with federal funds to organizations that have obtained and provided to the recipient a UEI. Subrecipients must obtain a UEI from the [System for Award Management (SAM)](#), but are not required to complete registration. Pass-through entities will be responsible for improper payments to ineligible subrecipients.

Recipients must monitor subrecipients to ensure that subawards are used for authorized purposes, comply with federal statutes, legislative requirements, regulations, and the terms and conditions of the subaward; and that performance goals are achieved. Recipients must ensure that subrecipients track, appropriately use, and report program income generated by the subaward. See [2 CFR § 200.332](#) for information that must be included in subaward agreements.

Program income

Recipients must use all program income generated as a result of awarded funds for approved project-related activities. The program income alternative applied to awards under this notice will be **addition**. See [2 CFR § 200.307](#) for post-award requirements for program income.

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, NEH established procedures for handling allegations of research misconduct applicable to both internal and external research programs. 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 the [NEH Research Misconduct Policy](#).

Coordination of geographic information and related spatial data

Applicants requesting funding for the development, acquisition, preservation, or enhancement of geospatial data, products, or services must conduct a due diligence search at the [Data.gov list of datasets](#) to determine whether the needed geospatial-related data, products, or services already exist. If not, the proposed geospatial data, products, or services must be produced in compliance with applicable [Federal Geographic Data Committee](#) guidance.

Eliminate waste, fraud, and abuse

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

Termination

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

3. Reporting

Recipients must complete required reports in eGMS Reach, the NEH online grant management system, unless otherwise instructed. Further information will be provided in the Notice of Action.

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

- **Performance Progress Report(s)**. Recipients must submit a performance progress report to NEH on an annual basis.

- **Final Reports**. Recipients must submit a final Federal Financial Report (SF-425) and a final performance report within 120 calendar days after the period of performance ends. The final performance report collects information relevant to program specific goals and progress on strategies; impact of the overall project; the degree to which the recipient achieved the mission, goals, and strategies outlined in the approved application; recipient objectives and accomplishments; barriers encountered; and responses to summary questions regarding the recipient's overall experiences during the entire period of performance.

- **White Paper**. Recipients must submit a white paper within 120 calendar days after the period of performance ends. This white paper must document the project, including lessons learned, so that others can benefit. White papers are posted and made publicly accessible through the [NEH Funded Projects Query Form](#).

- **Tangible Personal Property Report**. If applicable, recipients must submit the Tangible Personal Property Report (SF-428) and any related forms within 120 calendar days after the period of performance ends. Recipients must report all equipment with an acquisition cost of $5,000 or more per unit purchased with NEH funds.

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

G. Agency Contacts

If you have questions about the program, contact:

Division of the Preservation & Access
National Endowment for the Humanities
400 Seventh Street, SW
Washington, DC 20506
202-606-8570
preservation@neh.gov

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

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

If you are deaf or hard of hearing you can contact NEH using Federal Relay at 800-877-8399.

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

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

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

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

Always obtain a case number when calling for support.

H. Other Information

Related funding opportunities

Projects primarily directed at enhancing the preservation of and access to a specific collection or the holdings of a specific institution, or projects intending to arrange and describe, digitize, or reformat a humanities collection (or to create a reference resource such as an encyclopedia or atlas) should apply to the [Humanities Collections and Reference Resources](#) program.

Projects focused primarily on curriculum development should apply to [Preservation and Access Education and Training](#).

Projects focused on preserving humanities collections by employing sustainable preventive conservation strategies should apply to the [Sustaining Cultural Heritage Collections](#) program.

Projects aimed at researching the restoration of historic structures, the preservation of the built environment, or the stabilization of archaeological sites should consider the [Infrastructure and Capacity Building Challenge Grants](#) program.

Projects involving digital technologies that do not focus on addressing major challenges to, and advancing standards and practices for, preserving and providing access to humanities collections and resources should consider the [Digital Humanities Advancement Grants](#) or the [Humanities Collections and Reference Resources](#) programs.

Privacy policy

NEH solicits the information in this Notice of Funding Opportunity under the authority of the National Foundation on the Arts and Humanities Act of 1965, as amended, [20 U.S.C. 951, *et seq*](#). Disclosure of the information is voluntary. The principal purpose for which NEH will use the information is to process the application, which may include determining eligibility, evaluating the application, selecting recipients, and administering the award program. Panelists and other third parties may assist in the evaluation of applications, in which case NEH will take

appropriate security measures with respect to the information provided to such individuals for review. NEH may also use or disclose the information it collects as required by law and for governmental purposes such as statistical research, analysis of trends, Congressional oversight, and the other routine uses set forth in the systems of records notice ("SORN") published by NEH in the Federal Register. NEH ordinarily will not publicly disclose the contents of applications that NEH does not select for funding, except as set forth in the SORN. Failure to provide the information solicited in this Notice may result in rejection of the application.

Application completion time

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

You may send any comments regarding the estimated completion time or any other aspect of this application, including suggestions for reducing the completion time, to the Chief Funding Opportunity Officer at grantmanagement@neh.gov. According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB number. The OMB Control Number for this Notice of Funding Opportunity is 3136-0134, expiration date October 31, 2024.