NATIONAL ENDOWMENT FOR THE HUMANITIES

Notice of Funding Opportunity

Research and Development

Funding Opportunity Number: 20240521-PR

Funding Opportunity Type: New

Federal Assistance Listing Number: 45.149

Application Deadline: May 21, 2024

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

Division of Preservation and Access
Email: preservation@neh.gov
Telephone: 202-606-8570
Telecommunications Relay Service: 7-1-1

OMB control number 3136-0134, expiration date October 31, 2024

Executive Summary

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

Funding Opportunity Title	Research and Development
Funding Opportunity Number	20240521-PR
Federal Assistance Listing Number	45.149
Deadline for Optional Draft	April 9, 2024, 11:59 p.m. Eastern Time
Application Deadline	May 21, 2024, 11:59 p.m. Eastern Time
Anticipated Award Announcement	December 2024
Anticipated FY 2025 Funding	Approximately $1,500,000
Estimated Number and Type of Awards	Approximately 7-8 grants
Award Amounts	Tier I: up to $100,000 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, 2025, and September 1, 2025.
Eligible Applicants	• nonprofit organizations recognized as tax-exempt under section 501(c)(3) of the Internal Revenue Code • accredited institutions of higher education (public or nonprofit) • state and local governments and their agencies • 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 to the program resource page by 5:00 p.m. Eastern time on March 14, 2024.
Published	February 29, 2024

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. Projects may seek better ways to preserve materials of critical importance to cultural heritage and to organize, search, discover, and use such materials.

The program supports projects at all stages of development, from early planning and standalone studies to advanced implementation. The program benefits the cultural heritage community by supporting work on the entire range of humanities collection types, including moving image and sound recordings, archaeological artifacts, born-digital and time-based media, rare books and manuscripts, archival records, material culture, and art.

Projects may focus on, but are not limited to, the following:

- **Furthering theory and practice in core heritage collections work** such as appraisal, arrangement, description, cataloging, knowledge organization, and digital curation.
- **Preserving audiovisual and digital heritage collections**, especially those in formats most at risk of obsolescence.
- **Applying artificial intelligence** to collections-based activities by heritage institutions such as libraries, museums, and archives.
- **Conserving the material past** by supporting scientific work to improve the conservation treatment and preventive care of cultural heritage materials.
- **Protecting imperiled cultural heritage** affected by armed conflict, war, looting, natural disasters, economic development, or tourism.
- **Stewarding collections by and with underrepresented communities**, including minoritized and Indigenous communities and persons with disabilities.
- **Responding to the impact of climate change** on the sustainability and resilience of heritage collections, institutions, or communities.

Given the complexities of preserving and providing access to humanities collections, NEH recognizes the importance of forming interdisciplinary teams with expertise in the humanities, preservation, information and computer science, and the natural sciences. The exact mix of specialists will depend on the nature of your project. Your team may include a project co-director, a consultant, an advisory committee, or other experts who contribute to a well-defined humanities perspective, frame your objectives, and guide the project to successful completion.

Funding categories

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

Tier I: Planning, Basic Research, or Prototyping

Tier I provides awards up to $100,000 for a period of performance of up to two years. This tier supports activities such as:

- Planning and preliminary work for large-scale research and development projects.

- Discrete research projects such as case studies or laboratory experiments. While such projects may or may not involve planning or preliminary research for a larger project, they must address research issues or problems in the cultural heritage field.
- Prototype or modest 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 activities such as:

- Development of new or existent standards, protocols, 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. NEH encourages you to involve multi-institutional and community stakeholders working to achieve substantial national or international impact via any combination of convenings, data collection, and analysis.

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

A Tier I award is not a prerequisite for applying for a Tier II project.

Program Outcomes and Outputs

Projects may produce any combination of data, publications, guidance, software, tools, equipment, or other resources in service of advancing knowledge in cultural heritage preservation and access.

You should communicate the results of your work to appropriate scholarly and public audiences. For Tier II projects, you must also submit a white paper documenting lessons learned, so that others can benefit from your experiences. NEH will post white papers on its website. See E1. Reporting Requirements.

The outputs of a successful Tier I award may include, but are not limited to:

- Documentation, such as an agenda or work plan, preparing for a large-scale research and development project.
- Draft of a standard, practice, or workflow.
- Published quantitative or qualitative datasets from a discrete case study or laboratory experiment.
- Prototypes or modest modifications to new or existing open-source tools, equipment, software, databases, or metadata schema.
- Scholarly publication(s).

The outputs of a successful Tier II award may include, but are not limited to:

- Development of new or existing standards, protocols, methodologies, or workflows (may include publication of supporting quantitative and/or qualitative datasets).

- Significant development or modifications to new or existent open-source tools, equipment, software, databases, or metadata schema plus relevant documentation for use by cultural heritage practitioners.
- Report, proceedings, guidelines, or other resources derived from area or topic study.
- Scholarly publication(s).

You will describe your project outcomes and outputs, and how they would support the overall purpose of the Research and Development program, in Attachment 1: Narrative.

See D6. Funding Restrictions for unallowable activities.

See E1. Review Criteria for the standards NEH will use to evaluate applications under this notice.

2. Background

NEH offers this funding opportunity under the authority of 20 U.S.C. § 956. Awards are subject to 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and the General Terms and Conditions for Awards to Organizations (for grants and cooperative agreements issued January 1, 2022 or later).

Under Section 3(a) of the National Foundation on the Arts and the Humanities Act of 1965, as amended, "The term 'humanities' includes, but is not limited to, the study of the following: language, both modern and classical; linguistics; literature; history; jurisprudence; philosophy; archaeology; comparative religion; ethics; the history, criticism and theory of the arts; those aspects of the social sciences which have humanistic content and employ humanistic methods; and the study and application of the humanities to the human environment with particular attention to reflecting our diverse heritage, traditions, and history and to the relevance of the humanities to the current conditions of national life."

Use the Funded Projects Query Form to find examples of NEH-supported projects.

Learn more about NEH.

NEH Areas of Interest

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

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

American Tapestry: Weaving Together Past, Present, and Future

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

Humanities Perspectives on Artificial Intelligence

Artificial intelligence (AI) is one of the most powerful technologies of our time and will have profound consequences for civil rights and civil liberties, safety and security, and democratic values. Questions about the ethical, legal, and societal implications of AI are fundamentally rooted in the humanities, which include ethics, law, history, philosophy, anthropology, sociology, media studies, and cultural studies. Indeed, NEH's founding legislation tasks the agency with making the American people "masters of their technology and not its unthinking servants." In October 2023, NEH launched a new agency-wide initiative, *Humanities Perspectives on Artificial Intelligence*, to support research projects that seek to understand and address the ethical, legal, and societal implications of AI. NEH is particularly interested in projects that explore the impacts of AI-related technologies on truth, trust, and democracy; safety and security; and privacy, civil rights, and civil liberties. This grant program is one of eight NEH programs that are part of NEH's *Humanities Perspectives on Artificial Intelligence* initiative. To learn more about the initiative, and to ensure you are applying for the most appropriate program, please see our page about the AI initiative.

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

If you are applying for a Tier I award, you may request up to $100,000. If you are applying for a Tier II award, you may request up to $350,000. This includes the sum of direct and indirect costs.

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

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

NEH will not determine the amount available until Congress makes appropriations for FY 2025. NEH will issue awards subject to the availability of appropriated funds. NEH is publishing this notice as a contingency to ensure that NEH can process applications and issue awards in a timely manner, should sufficient funds become available.

Period of performance

You may request a period of performance up to two years for Tier I awards and up to three years for Tier II awards, with a start date between March 1, 2025, and September 1, 2025.

The period of performance is the time during which you may incur expenses to carry out the work under the award. It must start on the first day of the month and end on the last day of the month.

C. Eligibility Information

1. Eligible Applicants

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

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

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

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

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

2. Cost Sharing

NEH does not require cost sharing in this program.

Cost sharing refers to project costs that are covered with non-NEH funds. You may contribute voluntary cost share if the total project costs exceed the amount awarded by NEH. Voluntary cost share includes:

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

While you may describe voluntary cost share in your budget justification, you should not include it on your Research and Related Budget. The Research and Related Budget should only include funds you are requesting from NEH.

Peer reviewers will not consider any voluntary cost share in their evaluation of applications.

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

Learn about types of funds NEH offers.

3. Other Eligibility Information

You may submit multiple applications for separate and distinct projects under this notice. An individual may serve as project director for multiple proposed projects under this notice. If an individual will serve as project director on multiple applications, you should explain in the narratives how the project director would allocate their time between the awards.

You may revise and resubmit previously rejected applications. Submissions are subject to the application requirements and review criteria of the current competition.

If NEH has previously made an award in support of your project, you may apply for a new or subsequent stage of the project, which NEH will assess using the review criteria of the current competition.

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

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

NEH does not provide financial assistance to foreign institutions or organizations. If you are an eligible domestic entity, you may apply for collaborative projects involving foreign organizations provided you do not use NEH funds for the purpose of issuing subawards to any foreign organization, as defined in 2 CFR §§ 200.1 and .331(a). You may obtain the services of foreign individuals and consultants to carry out programmatic activities on a fee-for-service basis, as specified in 2 CFR § 200.459. You may obtain goods and services from foreign vendors, such as in-country transportation services, in accordance with 2 CFR § 200.331(b). If you plan to submit an application involving international collaboration, contact program staff at preservation@neh.gov.

Except for the rare cases covered by its late submission policy, NEH will not consider applications submitted after the deadline.

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

NEH will not consider applications that exceed mandatory page limits or deviate from formatting instructions. See the Application Components Table.

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 20240521-PR. There is also a link on the program resource page.

Once you have located the funding opportunity in Grants.gov, you will find the application package under the “Package” tab. It includes a series of required and conditionally required forms. You will upload additional application components using the Attachments Form.

You must complete a multistep registration process prior to submitting 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, hard of hearing, or have a speech disability, please dial 7-1-1 to access telecommunications relay services.

2. Content and Form of Application Submission

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

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

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

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

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

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

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

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

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

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

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

Application Component Table

Application Component	File Name	Designation	Page limit
Attachments			
1: Narrative	narrative.pdf	Required	Tier I: 10 Tier II: 12 (mandatory)
2: List of project personnel	personnel.pdf	Required	
3: Résumés for key personnel	resumes.pdf	Required	2 pages each (suggested)
4: Work plan	workplan.pdf	Required	
5: Bibliography and environmental scan	bibliography.pdf	Recommended	
6: History of support	history.pdf	Recommended	
7: Letters of commitment and job descriptions	commitment.pdf	Recommended	
8: Letters of support	support.pdf	Recommended	
9: Additional supporting documentation	documentation.pdf	Recommended	50 (mandatory)
10: Subrecipient budget(s)	subrecipient.pdf	Conditionally required	
11: Federally negotiated indirect cost rate agreement	agreement.pdf	Conditionally required	
12: Explanation of delinquent federal debt	delinquentdebt.pdf	Conditionally required	
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 and Budget Justification		Required	
Attachments Form		Required	
Certification Regarding Lobbying		Required for recipients	
Standard Form-LLL "Disclosure of Lobbying Activities"		Required for recipients	

Application Components: Attachments

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

Attachment 1: Narrative (required)

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

You must limit the narrative to ten (Tier I) or twelve (Tier II) single-spaced pages with one-inch margins and a font size of at least 11 points. 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 your project would address and how the cultural heritage field would benefit from the proposed solution. Describe the types of humanities collections, resources, and institutions that your project would benefit. Identify the project outcomes and describe how they would enhance humanities research, education, or public programming. If applicable, indicate how project results might serve the humanities needs of underrepresented communities.

2. 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 request funding for extensive audience engagement to ensure adoption, you may include a detailed dissemination plan in Attachment 9: Additional supporting documentation. You may provide an optional bibliography and environmental scan in Attachment 4: Bibliography and environmental scan.

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

Summarize the project's history, including prior research or preliminary planning. Indicate what you have accomplished in previous phases and the degree to which the project has met its established goals.

If you anticipate your project will contain phases that extend beyond the period of performance, describe 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 you will follow while carrying out the project, considering the following:

- **Developmental or experimental methodology**: Discuss the methodological approach that you will employ to accomplish objectives. Indicate programming languages, platforms, software, or other applications you will employ to help you execute this methodology.
- **Collections handling**: If you will work 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 you will use to capture or generate data and efforts to ensure data integrity.
- **Intellectual property and privacy**: Discuss how you will manage intellectual property or privacy permissions necessary to ensure the availability of the project's results (e.g., proprietary technologies or licensed software). You should already have obtained permissions in matters concerning intellectual property, and you should provide pertinent documentation in Attachment 9: 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 your institution's capacity to conduct the project, including its possession of the necessary technical infrastructure and scientific facilities. Describe its experience in areas related to the project. Discuss the capabilities of collaborating organizations.

Describe the disciplinary and professional makeup of the project team as it pertains to the project's 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 its function, and identify the responsibilities of key members. Identify all project personnel, advisory board members, and consultants (including their affiliations) in Attachment 2: List of project personnel.

Explain how you would incorporate community perspectives and representation 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)

Discuss in detail your plan to assess your project's outcomes. Explain the methods that you will use to implement and evaluate your scientific, quantitative, or qualitative results.

Describe how you will sustain project deliverables over the long term.

Discuss how you will 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, you may present this as a data management plan. You may include the plan in Attachment 9: Additional supporting documentation. Name the file narrative.pdf.

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

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. Name the file personnel.pdf.

Attachment 3: Résumés for key personnel (required)

Include résumés for people occupying the key positions described in the budget, with a suggested length of two pages in length per person. Name the file resumes.pdf.

Attachment 4: 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. 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 5: Bibliography and environmental scan (recommended)

You may include a brief bibliography of relevant sources, and/or an in-depth environmental scan (or a field or literature review). You may also list any publications that you have produced in current or previous phases of the project. Name the file bibliography.pdf.

Attachment 6: History of support (recommended)

If the project has received internal or third-party support from any federal or nonfederal sources (including NEH), list the sources, dates, and amounts of these awards. If the project has a long history of support, you may group and summarize the sources and contributions. Name the file history.pdf.

Attachment 7: Letters of commitment and job descriptions (recommended)

If your project involves partners or service providers, you are strongly encouraged to provide letters of commitment outlining the scope of work and anticipated costs. You may also include job descriptions for any additional project staff positions. 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: Additional supporting documentation (recommended)

As relevant, you may include materials to further describe components of your project:

- 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
- dissemination plan
- diversity plan
- scholarly publications (excerpts preferred)

Your additional supporting documentation in Attachment 9 must not exceed 50 pages.

Name the file documentation.pdf.

Attachment 10: Subrecipient budget(s) (conditionally required)

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

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

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

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

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

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

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

Name the file subrecipient.pdf.

Attachment 11: Federally negotiated indirect cost rate agreement (conditionally required)

If your organization is claiming indirect costs and has a current federally negotiated indirect cost rate agreement, provide a copy of the agreement. If applicable, provide the indirect cost rate agreements for subrecipients claiming indirect costs. If you and your subrecipients are requesting the de minimis rate, you do not need to submit this attachment.

Name the file agreement.pdf.

Attachment 12: Explanation of delinquent federal debt (conditionally required)

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

Name the file delinquentdebt.pdf.

Application Components: Grants.gov Forms

SF-424 Application for Federal Assistance – Short Organizational (Grants.gov form)

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

5. Applicant Information

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

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

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

6. Project Information

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

b. Provide a brief description of your project (no more than 1,000 characters, including spaces). You should write the description for a nonspecialist audience, clearly stating the importance of the proposed work and its relation to larger issues in the humanities. This description will appear on the cover sheet of your application and will serve as a project abstract during the review process. If funded, this description will also appear in NEH’s database of funded projects.

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

7. Project Director

Provide the project director’s name, title, and contact information. The project director is responsible for the programmatic aspects and day-to-day management of the proposed project. You must notify the NEH Office of Grant Management immediately if you need to change project directors.

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

8. Primary Contact/Grant Administrator

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

As a matter of NEH policy, the project director and primary contact/grant administrator must not be the same person.

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

NEH will address official correspondence (for example, the offer letter or Notice of Action) to the institutional grant administrator and copy the project director.

9. Authorized Representative

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

Supplementary Cover Sheet for NEH Grant Programs (Grants.gov form)

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

- Under "Outright Funds," enter the amount of outright funds you are requesting.
- Under "Federal Match," enter the amount of federal matching funds you are requesting.
- Under "Cost Sharing," enter the required cost share you will provide to release the federal matching funds (dollar-for-dollar). Do not include voluntary cost share.

Learn more about the types of funding NEH offers.

4. Application Information

Indicate whether you or others will submit complementary proposals to other NEH programs, government agencies, or private entities. If so, specify when and to whom. NEH will not consider this information when evaluating the merits of your proposal. See C3. Other Eligibility Information for restrictions regarding overlapping costs.

For type of application, check "new."

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

Project/Performance Site Location(s) Form (Grants.gov form)

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

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

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

Research and Related Budget (Grants.gov form)

You must submit a project budget using the Research and Related Budget form included in the Grants.gov application package and attach a budget justification. Complete the SF-424 Application for Federal Assistance - Short Organizational form prior to completing your Research and Related Budget.

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

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

If you only request outright funds, your budget should include only the funding you are requesting from NEH. If you request federal matching funds, your budget must equal the 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 allowability of gifts for matching purposes.

The 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 NEH offers.

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

All costs, 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. Costs are subject to audit, record retention, and other requirements set forth in 2 CFR 200 Subpart F - Audit Requirements.

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

If you charge indirect costs to the project, you must not charge the same costs to the project as direct costs. See H. Indirect Costs.

Introductory Fields

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

A. Senior/Key Person

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

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

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

If your organization follows an academic calendar, you may differentiate levels of effort by using the academic and summer months columns. You may use both columns if your institutional policy requires separate accounting for academic and summer months. If your institution does not use a nine-month academic year and a three-month summer period, include your institution's definition of these terms in your budget justification.

Enter the requested salary and fringe benefits for each senior/key person. Per 2 CFR § 200.431, fringe benefits are allowances and services you provide in addition to salaries and wages. Fringe benefits may include the costs of leave (e.g., vacation, family-related, sick, or military), employee insurance, pensions, and unemployment benefit plans.

Requested salaries and wages must comply with 2 CFR §§ 200.430 and .466 and fringe benefits must comply with 2 CFR § 200.431.

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

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

B. Other Personnel

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

Post-doctoral associates, graduate students, and undergraduate students

If applicable, include charges for tuition remission and other forms of compensation paid to students as, or in lieu of, salaries and wages. You must report such costs in accordance with 2 CFR § 200.466(b), and must treat them as direct or indirect costs in accordance with the actual work performed. You may charge tuition remission on an average rate basis.

Administrative/Clerical

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

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

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

Additional Other Personnel

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

Requested salaries and wages must comply with 2 CFR §§ 200.430 and .466 and fringe benefits must comply with 2 CFR § 200.431.

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

C. Equipment Description

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

You may purchase equipment if analysis demonstrates that it is more economical and practical than leasing You may charge depreciation in compliance with 2 CFR § 200.436. If you lease equipment, include equipment rental/user fees in F. Other Direct Costs.

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

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

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

The form will calculate total equipment costs.

D. Travel

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

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

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

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

2 CFR § 200.1 defines participant support costs as direct costs for expenses such as stipends, travel allowances, subsistence allowances, and registration fees paid to or on behalf of participants (but not employees) in connection with conferences or training projects.

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

Include supporting information in your budget justification. **If you or your participants make nonrefundable travel arrangements, it is at your own risk. You cannot charge cancelled travel to your award.**

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

1. Tuition/Fees/Health Insurance

Leave this field blank.

2. Stipends

Enter the requested funds for participant stipends.

3. Travel

Enter the requested funds for participant travel. In your budget justification, name the travelers (if known) and itemize their travel expenses (e.g., roundtrip airfare, mileage, public transportation fares, parking fees).

4. Subsistence

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

5. Other

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

Number of Participants/Trainees

Enter the number of participants. This field cannot exceed 999.

F. Other Direct Costs

The form will calculate total other direct costs.

1. Materials and Supplies

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

2. Publication Costs

Enter the requested funds for publication costs, including the costs of documenting, preparing, publishing, or otherwise making available to others the findings and products of the work conducted under the award. Include supporting information in your budget justification.

3. Consultant Services

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

Consultant fees must comply with 2 CFR § 200.459.

4. Automated Data Processing (ADP)/Computer Services

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

5. Subawards/Consortium/Contractual Costs

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

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

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

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

If your budget includes subawards, you must submit a separate Research and Related budget and budget justification for each subrecipient. See Attachment 10: Subrecipient Budget(s).

If a subrecipient claims indirect costs, include its federally negotiated indirect cost rate agreement in Attachment 11: Federally negotiated indirect cost rate agreement. You do not have to include an agreement for any subrecipient that requests the 10% de minimis rate.

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

6. Equipment or Facility Rental/User Fees

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

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

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

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

7. Alterations and Renovations

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

8-10. Other

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

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

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

G. Total Direct Costs

The form will calculate total direct costs.

H. Indirect Costs

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

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

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

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

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

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

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

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

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

Include a copy of your federally negotiated indirect cost rate agreement, along with subrecipient agreements, as Attachment 11: Federally negotiated indirect cost rate agreement, if applicable.

Reference NEH's General Guidance on Calculating Indirect Costs for more information.

If NEH is your cognizant agency, reference Guidance for Negotiating an Indirect Cost Rate Agreement with NEH.

Indirect Cost Type

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

Indirect Cost Rate (%)

Enter the most recent indirect cost rate(s) established with your cognizant federal agency (or the 10% de minimis rate) as a number without special characters (i.e., 32.5).

Indirect Cost Base ($)

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

Funds Requested ($)

Enter the requested funds for each indirect cost type.

Total Indirect Costs

The form will calculate total indirect costs.

Cognizant Federal Agency

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

I. Total Direct and Indirect Costs

The form will calculate total project costs. Total project costs should not exceed $100,000 for Tier I awards and $350,000 for Tier II awards.

J. Fee

Leave this field blank.

K. Total Costs and Fee

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

L. Budget Justification

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

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

If you request federal matching funds, identify which activities your required cost share supports, and the expected source(s) of funding. Refer to the [NEH Federal Matching Funds Guidelines] to learn about which third-party, non-federal gifts you can use for matching purposes.

Your requested federal matching funds and required cost share should correspond with the amounts on the [Supplementary Cover Sheet for NEH Grant Programs] in the "Federal Matching" and "Cost Sharing" fields, respectively.

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

A. Senior/Key Person: Budget Justification

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

B. Other Personnel: Budget Justification

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

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

C. Equipment Description: Budget Justification

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

D. Travel: Budget Justification

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

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

E. Participant/Trainee Support Costs: Budget Justification

Describe how you calculated participant stipends, travel, subsistence, and other costs. If possible, detail participant travel costs using the instructions above.

F. Other Direct Costs: Budget Justification

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

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

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

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

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

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

You will submit a Research and Related budget and budget justification for each subrecipient, which you will include in Attachment 10: Subrecipient budget(s).

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

7. Alterations and Renovations
Leave this blank.

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

H. Indirect Costs: Budget Justification

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

Attachments Form (Grants.gov form)

You will upload your Attachments to Grants.gov using this form. The form accommodates up to fifteen attachments. **Attachments must be in Portable Document Format (.pdf).**

Convert all non-PDF files (i.e., Word, Excel, images) to PDFs. If an attachment contains multiple documents, merge them into a single file, not a PDF portfolio. Be aware that, occasionally, converting a document to PDF may alter its size. Do not attach files that have been password-protected, encrypted, or digitally signed. You must remove all such security features before attaching your files. Failure to do so may result in your application being rejected.

Do not attach portfolios containing multiple PDFs.

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

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

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

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

Certification Regarding Lobbying (required for Tier II recipients)

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

Standard Form-LLL, "Disclosure of Lobbying Activities" (required for Tier II recipients)

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

3. Unique Entity Identifier and System for Award Management

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

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

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

Login.gov

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

System for Award Management (SAM)

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

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

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

Check the status of your SAM.gov registration.

Contact the Federal Service Desk if you have questions.

Grants.gov

You must register with Grants.gov using your Login.gov credentials before applying. You must submit your application using Grants.gov Workspace or a Grants.gov system-to-system solution. Workspace is a shared, online environment where team members may simultaneously access and edit forms within a grant application.

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

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

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

4. Submission Dates and Times

Drafts

Program officers will review one draft per project if you submit it by April 9, 2024, 11:59 p.m. Eastern Time. Program officers will not review late drafts.

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 useful to strengthen 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 21, 2024, at 11:59 p.m. Eastern Time.

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

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

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

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

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

5. Intergovernmental Review

This funding opportunity is not subject to intergovernmental review under Executive Order 12372.

6. Funding Restrictions

You may not use awards made under this notice for the following purposes:

- projects 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
- 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)
- costs for activities performed by federal entities or personnel
- promotion of a particular political, religious, or ideological point of view
- advocacy of a particular program of social or political action
- support of specific public policies or legislation
- lobbying

- projects that fall outside of the humanities; the creation or performance of art; creative writing, autobiographies, memoirs, and creative nonfiction; policy studies; and social science research that does not address humanistic questions and/or utilize humanistic methods

Applications including unallowable costs or activities may be judged nonresponsive and returned without review.

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: Work plan, and Attachment 5: Bibliography and environmental scan.

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 4: Work plan.

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

5. The **effectiveness of plans to evaluate and sustain project results**, the extent to which results may address national or international interests in your field, and the degree to which the project activities are replicable. The plan to communicate project results to appropriate scholarly and public audiences. The sustainability of the project beyond the period of performance, including evaluating results and sustaining outcomes. Corresponds to narrative section 7 and Attachment 4: 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 review all applications for eligibility, completeness, and responsiveness. The agency then conducts a peer review process for all applications that pass this initial screening.

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

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

Following NEH's public announcement of funded projects, you may request copies of the peer reviewers' evaluations of your proposal by contacting preservation@neh.gov.

Learn more about the NEH review process.

Apply to be a peer reviewer for NEH.

3. Assessment of Risk and Other Pre-Award Activities

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

NEH will consider information about your organization that is in the Responsibility/Qualification data bank in SAM.gov (formerly Federal Awardee Performance and Integrity Information System (FAPIIS)). This database records the integrity and performance of entities applying for federal funding. NEH will review the Responsibility/Qualification database when assessing your organization's integrity, business ethics, and record of performance under federal awards, as described in 2 CFR § 200.206. You may comment on information provided by federal awarding agencies about your organization. Per 2 CFR § 200.213, NEH will report determinations that your organization is not qualified to SAM.gov.

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

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

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

4. Anticipated Announcement and Award Dates

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

F. Federal Award Administration Information

1. Federal Award Notices

If NEH selects your application for an award, the NEH Office of Grant Management will send award documents to the institutional grant administrator and project director through eGMS Reach beginning in January 2025.

Learn more about managing an NEH award.

2. Administrative and National Policy Requirements

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

Debarment, suspension, ineligibility, and voluntary exclusion certification

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

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

If you cannot attest to the statements in this certification, explain why not in Attachment 12: Explanation of delinquent federal debt.

Providing access to NEH-funded products

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

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

Copyright information

Subject to applicable law, you may copyright work that you develop or acquire under an award. In accordance with 2 CFR § 200.315(b), NEH reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use the work for federal purposes, and to authorize others to do so. NEH has typically exercised this right in consultation with recipients to publish excerpts of grant products in *Humanities* magazine or on its website.

Protecting Personal Information

If you collect personal information as part of your NEH-funded award, you are responsible for protecting sensitive and confidential data. You must take all reasonable and appropriate actions to prevent the inadvertent disclosure, release, or loss of personal information.

Acknowledging NEH support

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

Subrecipient monitoring requirements

Per 2 CFR § 25.300, you may only issue subawards with federal funds to organizations that have obtained and provided their Unique Entity Identifier. Subrecipients are not required to complete registration with the System for Award Management (SAM) to obtain a Unique Entity Identifier. See D3. Unique Entity Identifier and System for Award Management.

You must monitor your subrecipients to ensure that they use their subawards for authorized purposes; comply with federal statutes, legislative requirements, regulations, and the terms and conditions of the subaward; and achieve their performance goals. You must ensure that your subrecipients track, appropriately use, and report program income generated by the subaward. See 2 CFR § 200.332 for information that you must include in subaward agreements.

Learn more about managing subawards.

Program income

If your NEH-supported activities generate income during the period of performance, you must use it for additional approved project-related activities. The program income alternative applied to awards under this notice will be addition. See 2 CFR § 200.307 for income that you generate after the period of performance.

NEH Research Misconduct Policy

In accordance with the Federal Policy on Research Misconduct, NEH has established procedures for handling allegations of research misconduct applicable to both internal and external research programs. Review the NEH Research Misconduct Policy.

Coordination of geographic information and related spatial data

If you request funding for the development, acquisition, preservation, or enhancement of geospatial data, products, or services, you must first conduct a due diligence search of the Data.gov list of datasets to determine whether the needed data, products, or services already exist. If not, you must produce the proposed geospatial data, products, or services 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 to the NEH Office of the Inspector General.

Termination

NEH reserves the right to terminate awards consistent with 2 CFR § 200.340.

3. Reporting

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

1. **Federal Financial Report(s)**. You must submit the Federal Financial Report (SF-425) annually.

2. **Performance Progress Report(s)**. You must submit a performance progress report annually. The "Goals & Progress" section asks for a summary of your goals; a description of what you have achieved; and, if relevant, what tasks remain to complete the project. This section must align with the outcomes and outputs you identify in your application. When you complete the report, or at any time during or after the period of performance, you may also add the project results using the Products and Prizes tab in eGMS Reach.

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

4. **White Paper**. For Tier II projects, you 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. NEH makes white papers publicly accessible through the NEH Funded Projects Query Form.

5. **Tangible Personal Property Report**. If applicable, you 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 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
202-606-8494
grantmanagement@neh.gov

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

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

Federal Service Desk
U.S. calls: 866-606-8220
International calls: +1 334-206-7828

For assistance in registering with or submitting your application through Grants.gov, contact:

Grants.gov Applicant Support
U.S. calls: 1-800-518-4726
International calls: +1-606-545-5035
support@grants.gov

Always obtain a case number when calling for support.

H. Other Information

Related funding opportunities

For 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), you should apply to the Humanities Collections and Reference Resources program.

For projects focused primarily on curriculum development, you should apply to Preservation and Access Education and Training.

For projects focused on preserving humanities collections by employing sustainable preventive conservation strategies, you should apply to the Sustaining Cultural Heritage Collections program.

For 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, you should consider the Digital Humanities Advancement Grants or the Humanities Collections and Reference Resources programs.

You may also find related funding opportunities with your state or jurisdictional humanities council. As mandated by Congress, approximately 40% of the NEH's program budget supports these councils, which play a critical role in supporting the NEH's mission and goals at a local, grassroots level. Contact information for each council can be found here: https://www.neh.gov/about/state-humanities-councils.

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.