



NATIONAL ENDOWMENT FOR THE HUMANITIES

Notice of Funding Opportunity

**Funding Opportunity Title:
Scholarly Editions and Scholarly Translations**

Funding Opportunity Number: 20221130-RQ

Funding Opportunity Type: New

Federal Assistance Listing Number: 45.161

**Application Deadlines:
November 30, 2022
November 29, 2023**

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

Division of Research Programs
Email: editions@neh.gov
Telephone: 202-606-8200
Federal Relay: 7-1-1

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

Executive Summary

The National Endowment for the Humanities (NEH) Division of Research Programs is accepting applications for the Scholarly Editions and Scholarly Translations program. This program supports collaborative teams who are editing, annotating, and translating foundational humanities texts that are vital to scholarship but are currently inaccessible or only available in inadequate editions or translations. Typically, the texts are significant literary, philosophical, and historical materials, but works in other humanities fields may also be the subject of an edition.

Funding Opportunity Title	Scholarly Editions and Scholarly Translations
Funding Opportunity Number	20221130-RQ
Federal Assistance Listing	45.161
Optional Draft Deadlines	September 23, 2022, 11:59 p.m. Eastern Time September 22, 2023, 11:59 p.m. Eastern Time
Application Deadlines	November 30, 2022, 11:59 p.m. Eastern Time November 29, 2023, 11:59 p.m. Eastern Time
Anticipated Award Announcements	August 2023 (for proposals submitted for the 2022 deadline) or August 2024 (for proposals submitted for the 2023 deadline)
Anticipated Funding	Approximately \$4,000,000 per deadline
Estimated Number and Type of Awards	Approximately 20 grants per deadline
Award Amounts	Up to \$450,000 See B. Federal Award Information .
Cost Sharing/Match Required	No, unless federal matching funds are requested
Period of Performance	One to three years with a start date between October 1, 2023, and September 1, 2024 (for proposals submitted for the 2022 deadline), or between October 1, 2024, and September 1, 2025 (for proposals submitted for the 2023 deadline).
Eligible Applicants	<ul style="list-style-type: none"> • 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 <p>See C. Eligibility Information for additional information.</p>
Program Resource Page	https://www.neh.gov/grants/research/scholarly-editions-and-translations-grants
Pre-Application Webinar	September 9, 2022, 2:00 p.m. Eastern Time Click here to register.
Published	August 11, 2022

Table of Contents

A. Program Description	1
1. Purpose	1
2. Background.....	1
B. Federal Award Information	2
1. Type of Application and Award	2
2. Summary of Funding.....	2
C. Eligibility Information	3
1. Eligible Applicants	3
2. Cost Sharing.....	3
3. Other Eligibility Information	4
D. Application and Submission Information	5
1. Application Package.....	5
2. Content and Form of Application Submission	6
3. Unique Entity Identifier and System for Award Management	28
4. Submission Dates and Times	29
5. Intergovernmental Review	31
6. Funding Restrictions	31
E. Application Review Information	31
1. Review Criteria	31
2. Review and Selection Process	32
3. Assessment of Risk and Other Pre-Award Activities.....	32
4. Anticipated Announcement and Award Dates	33
F. Federal Award Administration Information	33
1. Federal Award Notices.....	33
2. Administrative and National Policy Requirements	33
3. Reporting	35
G. Agency Contacts	35
H. Other Information	36

A. Program Description

1. Purpose

The Scholarly Editions and Scholarly Translations program provides grants to organizations to support collaborative teams who are editing, annotating, and translating foundational humanities texts that are vital to scholarship but are currently inaccessible or only available in inadequate editions or translations. Typically, the texts are significant literary, philosophical, and historical materials, but works in other humanities fields may also be the subject of an edition.

The program supports continuous full-time or part-time activities during the period of performance of one to three years. At least two scholars must work collaboratively on the project. Typical project expenses include salary for editorial and research activities, travel to collections to verify source material, and consultant fees for translation, editorial work, and the implementation of a digital edition.

In addition to supporting editorial projects at an implementation stage, the program also encourages applications for up to two-year projects at a planning stage that are determining the scope of the corpus, collecting documents, establishing the editorial and translation policies, evaluating the target audiences and determining their needs, selecting collaborators, and planning for dissemination and digital sustainability.

Projects should embody the best practices recommended by the [Association for Documentary Editing](#) (ADE) or the [Modern Language Association \(MLA\) Committee on Scholarly Editions](#). Editions and translations must contain scholarly apparatus appropriate to their subject matter and format, including introductions and annotations that explain form, transmission, and their historical and intellectual contexts. For translation projects, you must also explain your theory and method of translation for the proposed work.

You may submit proposals for editions in the original language (English or non-English) or the translation of non-English language texts into English, but not for translations of texts into any language other than English.

You may disseminate edited materials in print or digital formats, or a combination of both. If you receive an award, NEH expects you to provide broad access to all products, insofar as the condition of the materials and intellectual property rights allow. NEH strongly encourages projects that offer free public access to digital materials (see [Providing access to NEH-funded products](#)).

NEH encourages applications from minority-serving institutions, such as Historically Black Colleges and Universities, Hispanic-Serving Institutions, and Tribal Colleges and Universities.

See [D6. Funding Restrictions](#) for unallowable activities.

See [E1. Review Criteria](#) for the criteria 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 the [National Foundation on the Arts and the Humanities Act of 1965](#), “The term ‘humanities’ includes, but is not limited to, the study of the following: language, both modern and classical; linguistics; literature; history; jurisprudence; philosophy; archaeology; comparative religion; ethics; the history, criticism and theory of the arts; those aspects of the social sciences which have humanistic content and employ humanistic methods; and the study and application of the humanities to the human environment with particular attention to reflecting our diverse heritage, traditions, and history and to the relevance of the humanities to the current conditions of national life.”

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

[Learn more about NEH.](#)

B. Federal Award Information

1. Type of Application and Award

NEH seeks new applications in response to this notice.

NEH will provide funding in the form of grants.

2. Summary of Funding

Award amounts

You may request up to \$150,000 per year in outright or matching funds, not to exceed \$100,000 per year in outright funds, for a total award of up to \$450,000. Describe how you will raise matching funds in the budget justification, including the likely source(s) for meeting the match.

If your period of performance includes partial years, you must prorate your request by month. For example, if your proposed period of performance is 18 months, you may request up to \$150,000 in outright funds.

If your proposed project is at the planning stage, you may request up to \$65,000 in outright funds. You may not request federal matching funds at this stage.

You must submit a budget reflecting total project costs. For example, if you request \$300,000 in outright funds and \$150,000 in federal matching funds, you must submit a budget totaling \$600,000 (\$300,000 in outright funds, \$150,000 in federal matching funds, and \$150,000 in required cost share to release the federal matching funds). See [C2. Cost Sharing](#).

NEH anticipates awarding approximately \$4,000,000 among an estimated 20 recipients per deadline.

NEH will not determine the amount available until Congress makes appropriations for FY 2023 and FY 2024. NEH will issue awards subject to the availability of appropriated funds. NEH is publishing this notice as a contingency action 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 of one to three years. If your proposed project is at the planning stage, you may request a period of performance of up to two years.

If you apply for the 2022 deadline, you may request a period of performance start date between October 1, 2023, and September 1, 2024.

If you apply for the 2023 deadline, you may request a period of performance start date between October 1, 2024, and September 1, 2025.

The period of performance is the span of time during which you may incur new obligations to carry out the work under the NEH 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, you must be established in the United States or its jurisdictions as one of the following organization types:

- 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](#)

If you are an eligible applicant, 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.

To be eligible, you must not function solely as a fiscal agent for another entity and must make substantive contributions to the success of the project.

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

2. Cost Sharing

NEH does not require cost sharing in this program unless you request federal matching funds.

Cost sharing or matching is the portion of the project costs you pay for with non-NEH funds. Peer reviewers will not consider cost sharing in their evaluation of applications.

If you request federal matching funds, you must raise third-party non-federal gifts dollar-for-dollar. NEH will certify the allowability of these gifts before releasing federal matching funds. Typically, NEH distributes federal matching funds on an annual basis over the period of performance. See the [NEH Federal Matching Funds Guidelines](#).

Include required third-party non-federal gifts on your [Research and Related Budget](#) and identify them in your [budget justification](#).

You may contribute voluntary cost share to your project if the total 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](#).

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.

You may revise and resubmit previously rejected applications, which NEH will assess using the [same criteria](#) as others in the current competition.

If NEH has previously made an award in support of your project, you may submit an application for a new or subsequent stage of the project, which NEH will assess using the [same criteria](#) as other applications in 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 and/or approved federal award budget. However, you may submit multiple proposals for **complementary** aspects of the same overall project. NEH may disallow costs or reject applications with overlapping project costs. An individual's level of effort cannot exceed 100% across multiple active federally funded awards.

NEH does not make 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 NEH 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 editions@neh.gov.

Except for the rare cases covered by its late [submission policy](#), NEH must receive your application by the [deadline](#).

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

NEH will not review applications that exceed page limits or violate formatting instructions. See the [Application Components Table](#).

Designating project directors and co-directors

- Project directors must be scholars. Applicant institutions typically designate an affiliated scholar as the project director and collaborating scholars that may or may not be affiliated with the applicant institution as co-directors. You may, however, designate a project director affiliated with another institution if that person is a leading scholar in a relevant field of study.
- All projects must include at least one other collaborating scholar in addition to the project director. An administrator or press representative may be a co-director, but not a director, on a project.
- Project directors must devote significant time to continuous full-time or part-time work on the project during the period of performance.
- Project personnel (including the project director) do not need to be U.S. citizens or U.S. residents, so long as the applicant institution is eligible.
- Degree candidates may not be project directors, co-directors, or the only other collaborating scholar. If an individual on the project team is the project director, co-director, or the only other collaborating scholar, and has satisfied all the requirements for a degree and is awaiting its conferral, the application must include a letter from the dean of the conferring school attesting that the individual has completed all degree requirements by the application deadline. Include the letter in [Attachment 7: Appendices](#).
- An individual may only be designated as the project director on a single application to the Scholarly Editions and Scholarly Translations program per deadline. An individual may be listed as a co-director on more than one application.
- Current recipients may submit another Scholarly Editions and Scholarly Translations proposal with the same project director while they have an open award, but the open award and pending proposal may not include overlapping periods of performance.
- Project directors and collaborating scholars of funded applications may not hold concurrent full-time awards from the NEH Division of Research Programs—for example an NEH Fellowship.
- NEH must approve any change in the project director(s) and collaborating scholar(s) in advance.

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 20221130-RQ. 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 to submit your application. See [D3. Unique Entity Identifier and System for Award Management](#).

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

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

2. Content and Form of Application Submission

Your application will include a [narrative](#), [work plan](#), [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.

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.

Take note of the page limits and formatting instructions in this notice. **NEH will not review applications that exceed mandatory page limits or violate formatting instructions.**

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

- pages no larger than standard letter (8 1/2" x 11")
- at least one-inch margins on all sides for all pages
- a font no smaller than 11 points

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

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

Application Component Table

Application Component	File Name	Designation	Page limit
Grants.gov forms			
SF-424 Application for Federal Assistance - Short Organizational		Required	
Supplementary Cover Sheet for NEH Grant Programs		Required	
Project/Performance Site(s) Location Form		Required	
Research and Related Budget		Required	
Attachments Form		Required	
Certification Regarding Lobbying		Conditionally required	
Standard Form-LLL "Disclosure of Lobbying Activities"		Conditionally required	
Attachments			
1: Narrative	narrative.pdf	Required	Up to 12 pages (mandatory)
2: Work plan	workplan.pdf	Required	2 pages (suggested)
3: List of key personnel	personnel.pdf	Required	1 page (suggested)
4: Résumés for key personnel	resumes.pdf	Required	2 pages per résumé (suggested)
5: Bibliography	bibliography.pdf	Required	5 pages (suggested)
6: Samples	samples.pdf	Required	Between 2 and 35 pages (mandatory)
7: Appendices	appendices.pdf	Conditionally required	Up to 35 pages (mandatory)
8: Table of past productivity	productivity.pdf	Conditionally required	1 to 2 pages (suggested)
9: Subrecipient budget(s)	subrecipient.pdf	Conditionally required	
10: Federally negotiated indirect cost rate agreement	agreement.pdf	Conditionally required	
11: Explanation of delinquent federal debt	delinquentdebt.pdf	Conditionally required	

Narrative

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

You must limit the narrative to twelve single-spaced pages. Do not include an executive summary, cover page, or a table of contents. You may include images, charts, diagrams, footnotes, and endnotes if they fit within the page limit. NEH does not recommend footnotes,

but any works you cite briefly in the narrative should receive a full citation in [Attachment 5: Bibliography](#).

Organize your narrative using the following section headings. Each section aligns with one or more [review criteria](#) NEH will use to evaluate your proposal.

Significance and impact (approximately two pages; aligns with [review criterion 1](#))

Provide a clear, concise statement about the intellectual significance of the proposed text for humanities scholars; the need for an edition or translation of the material; and the edition's potential to stimulate new scholarship. If a previous edition or translation exists, discuss the reasons for undertaking a new one. Explain the problems or inadequacies of the earlier editions or translations and how your project would solve the problems or remedy the inadequacies. Include a bibliographical essay that situates the project within the existing relevant literature and explain how it will fill a need for a new edition and advance scholarship on the author or related topics. For example, how will the edition advance current research questions concerning the author's intent or meaning? Or, how will a new translation satisfy a demand for a more readable modern language edition?

If your editions project has received previous NEH support, discuss your edition's impact in the humanities in the form of biographies, monographs, articles, edited volumes, web resources, and any other scholarship that demonstrate significance and impact.

History of the project and productivity (approximately two pages; aligns with [review criterion 4](#))

Provide a history of the project to date. Explain how the project began, its progress, and its estimated completion date. Specify how you have selected materials for the edition or translation and how you will gain access to them. If gaining access to the materials requires permissions or poses other challenges, explain how you will address these issues.

- *If your project is at a planning stage*, describe how NEH support will advance the project toward collecting materials for editing and translating, developing its editorial policies, establishing the collaborative team, determining a dissemination medium, determining your audience and their needs for the edition, and, in the case of projects with online dissemination, planning for digital sustainability.
- *If your project has received previous NEH support*, report on your progress, including work supported by other NEH programs, if applicable. Discuss the project's general history of productivity, specifying progress in collecting materials, editing or translating, and preparing for publication.
- *If you are requesting support for a specific part of a larger editorial project*, describe the overall design of the whole project and clearly delineate the specific part intended for NEH funding through this application.
- *If work on the larger project will continue after the proposed period of performance*, describe the remaining work (including a realistic completion date for the entire project) and probable sources of financial support. For long-term projects, provide a provisional plan for overall completion, including milestones with dates. Discuss how you will address succession in project leadership.

You must include:

- a list of proposed publications and, for projects that have received previous NEH support, all products to date, print or digital, with print runs or usage statistics. If the list is too long to fit within the twelve-page limit, provide a full list in [Attachment 7: Appendices](#) and reference it here.
- an active URL for the project (you must establish a fixed URL for the project if one does not already exist)
- the projected number of volumes, pages, or, in the case of digital editions, some measurable unit of the total number of texts, documents, or words you will edit or translate during this period of performance
- an estimated completion date for the entire project, which may extend beyond your proposed period of performance

Applications for projects that have previously received NEH funding must:

- be substantially updated, including a description of the new activities and a justification of the new budget request
- list key goals (such as the specific volumes or total number of documents) of previous NEH funding; discuss whether the previously funded project met, or did not meet, its goals according to the original or (if appropriate) revised work plan; and explain the reasons for not meeting previous goals and the plan to complete those goals during the next period of performance
- include a table that provides in detail the stated goals of the work plan with accomplishments during the period of the two most recent NEH awards (up to six years), and list all changes or incomplete tasks as [Attachment 8: Table of past productivity](#)

Collaborators (approximately two pages; aligns with [review criterion 3](#))

- Describe the qualifications of the project director and collaborators who would work on the project during the proposed period of performance (those named in [Attachment 4: Résumés for key personnel](#)), regardless of whether you request NEH funds to support their involvement.
- State anticipated time commitments, in percentage of time or hours per week for the project director and each collaborator, full-time or part-time.
- If the project includes international collaboration, explain the need for and benefits of involving scholars at non-U.S. institutions.
- If you would hire new personnel with NEH funds during the period of performance, describe the qualifications, skills, and abilities that you would require for each position. Describe their duties in [Attachment 2: Work plan](#).
- For collaborators providing technical services, explain how their activities are important for achieving the project's goals.
- For projects using undergraduate or graduate student workers or unpaid volunteers, discuss the qualifications, skills, and abilities that will be required of those collaborators and why their involvement is necessary to achieve project goals. Explain how your editorial staff will train these workers and how their work will be verified by experienced staff.

Methods and execution (approximately two pages; aligns with [review criterion 2](#))

Describe how you will employ best practices recommended by the [Association for Documentary Editing](#) (ADE) or the [Modern Language Association \(MLA\) Committee on Scholarly Editions](#) in your project. Discuss how the translation or edition will contain scholarly apparatus appropriate to their subject matter and format, including introductions and annotations that explain form, transmission, and their historical and intellectual contexts.

- Describe the existing corpus that will serve as the basis of the text—the original (e.g., letters, manuscripts) and other published editions that you would use to produce the edition or translation.
- Describe your methods for producing the new text. Discuss how you will transcribe the text, verify the transcription, and write and research footnotes and other notations.
- Explain how you will deal with errors and variant readings in the original text or other existing editions.
- Describe the guidelines for annotation, introductions, indexes, and other scholarly apparatus. State whether the edition follows MLA or ADE standards. If it does not, provide a rationale for departing from these standards.
- Describe how your scholarly introductions and explanatory annotations will establish the historical and intellectual contexts of the work(s) and will contribute to a better understanding of the source texts.
- Describe in detail the tasks you will undertake and the technology you will employ, indicating what resources will be required, as well as your experience with the technology and its application to humanities scholarship.
- *For projects at a planning stage*, discuss how you will decide any undetermined methodology or standards for the project during the period of performance.

If you are proposing a translation:

- Explain the criteria for selecting the text or texts that will serve as the source text for the translation.
- Explain the theory and methods of the translation.
- Explain how you will resolve challenges posed by a translation (including the degree of difficulty of the text).
- *For projects at a planning stage*, discuss how you will use your award period to resolve any undetermined translation methods or practices, and how you will select translators for any languages that are not covered by the language competencies of your core collaborators.

If you are employing digital technology:

- Describe the organization and content of the site, providing screenshots or mock-ups (with URLs, when possible) in [Attachment 6: Samples](#). Explain the reasons for and advantages of employing digital methods.
- Identify the digital platforms you would use and how those platforms would facilitate the project goals for the identified audience. Where appropriate, provide information on pertinent technical standards and employing best practices, such as Text Encoding Initiative (TEI)-conformant markup, data management, and digital preservation infrastructure and policies.

- Describe the digital partners who will participate in the project and their activities. Discuss the methods for enhancing discoverability of the digital resource or content to aid the project's dissemination.
- Describe how you will maintain, support, and make available the project's digital results beyond the period of performance. Discuss a realistic timeframe of digital sustainability and how you will achieve it. Provide information on the ability and commitment of the hosting institution to ensure sustained access to collections or digital materials, as well as the project's financial sustainability.
- *For projects at a planning stage*, explain the decision of platform, software, and sustainability, or how these decisions will be made during the term of the award. If you have not identified a digital partner for long-term sustainability, discuss the criteria and process you will use to find one. Discuss the criteria and process for determining the platforms for the digital management software and online dissemination.

Work plan (approximately one page; aligns with [review criterion 4](#))

- Outline the broad goals for the period of performance with a focus on tangible outcomes such as books, volumes or parts of volumes, total numbers of documents, or total word count for transcription or translation for the period of performance for this application. Discuss how you will use NEH funds to advance these goals.
- Refer the reader to [Attachment 2: Work plan](#) for your specific plans for each six-month increment for each of the collaborators. Do not duplicate that work plan here.
- *For projects at a planning stage*, describe in broad terms each proposed planning activity that will advance the project toward the implementation stage of an editorial project. Discuss how NEH funds will be used to advance the project toward an implementation phase.

Final product and dissemination (approximately two pages; aligns with [review criterion 5](#))

- Discuss publication arrangements, publicity plans, estimated prices, and any other user costs to access print and/or digital publication. Include pertinent correspondence with a print or digital publisher and other supporting documents in [Attachment 7: Appendices](#).
- For all projects, indicate whether any of the materials are still under copyright. If the project involves materials under copyright, discuss actions you have already taken to secure copyright permissions and specific steps you will take during the period of performance to secure the necessary permission to publish and to pay for any copyright fees, if necessary. Include pertinent correspondence with current rights holders in [Attachment 7: Appendices](#).
- Discuss both the media chosen for the final product (printed books, digital materials, or some combination) and the reasons for this choice.
- If you are proposing print volumes, describe the organization and contents of the volumes that explain the basis for regular publication intervals. If you are proposing digital projects, discuss the content and pacing of digital content releases for each six-month or annual period.
- *For projects at a planning stage*, describe how you will decide what format (print, digital, or both) your project will use, if you have not already decided on a dissemination format.

Narrative Alignment	
Each section of the narrative aligns with corresponding review criteria. Use the crosswalk to ensure you address all criteria.	
<u>Narrative Section</u>	<u>Review Criteria</u>
<u>Significance and impact</u>	<u>1. Significance</u>
<u>History of the project and productivity</u>	<u>4. Work plan and productivity</u>
<u>Collaborators</u>	<u>3. Collaborators</u>
<u>Methods and execution</u>	<u>2. Methods and execution</u>
<u>Work plan</u>	<u>4. Work plan and productivity</u>
<u>Final product and dissemination</u>	<u>5. Publication goals</u>

Research and Related Budget

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

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

If you are only requesting outright funds, your budget should include only the funding you are requesting from NEH. If you are requesting 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 eligibility 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 will 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. All 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 those same costs to the project as direct costs. See [H. Indirect Costs](#).

Introductory Fields

If not pre-populated, indicate your organization's Unique Entity Identifier, name, and the period of performance. This should be the same as the information you provide on your [SF-424 Application for Federal Assistance - Short Organizational](#). You may need to complete the [SF-424](#) prior to completing your Research and Related Budget. 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 also use both columns if your institutional policy requires accounting for academic and summer months separately. 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 include, but are not limited to, the costs of leave (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 you are requesting 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.

As a matter of programmatic policy, students should not receive academic credit for work they are paid to perform with NEH funds.

Secretarial/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 the following conditions are met:

- The administrative or clerical services are integral to a project or activity.
- The individuals involved 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 also recover the costs as indirect costs.

If you include administrative or clerical salaries in your budget as direct costs, document 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

As a matter of programmatic policy, you may not purchase equipment in this program.

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). Provide a detailed breakdown of costs for each trip in your [budget justification](#). **If you make nonrefundable 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.

Include travel costs for participants in [E3](#) and travel costs for consultants in [E3](#).

The form will calculate total travel costs.

E. Participant/Trainee Support Costs

As a matter of programmatic policy, NEH does not support professional development or training toward a terminal degree in this program. If necessary, you may provide essential training in editorial practice to students and volunteers; they may receive either academic credit or financial compensation, but not both.

[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.**

The form will calculate total participant support costs.

1. Tuition/Fees/Health Insurance

Leave this field blank.

2. Stipends

Enter the total funds you are requesting for participant stipends.

3. Travel

Enter the total funds you are requesting 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, etc.).

4. Subsistence

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

5. Other

Describe other participant support costs (e.g., local ground transportation to venues, admission fees, bottled water, etc.) and enter the total funds you are requesting. You may provide additional information in your [budget justification](#).

Number of Participants/Trainees

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

F. Other Direct Costs

The form will calculate total other direct costs.

1. Materials and Supplies

Enter the total funds you are requesting 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](#).

As a matter of programmatic policy, you may not purchase computers and peripherals in this program.

2. Publication Costs

Enter the total funds you are requesting 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. As a matter of programmatic policy, this program does not support press subventions. Include supporting information in your [budget justification](#).

3. Consultant Services

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

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

4. Automated Data Processing (ADP)/Computer Services

Enter the total funds you are requesting 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 your relationship with a third party is more important than the form of the agreement when determining if the third party functions as a subrecipient or contractor. See [2 CFR § 200.331\(c\)](#).

NEH may request additional information in order to assess if proposed costs are reasonable and allowable. See [2 CFR §§ 200.331](#) and [.332](#).

If a subrecipient claims indirect costs, include its federally negotiated indirect cost rate agreement in [Attachment 10: 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.

6. Equipment or Facility Rental/User Fees

Enter the total funds you are requesting for rental fees for equipment and facilities (sometimes referred to as user fees).

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 are renting 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.

If you propose hosting a conference or other meeting to produce the edition or translation, you must justify this in your [narrative](#). As a matter of programmatic policy, you may not use project funds to host or attend conferences or other meetings for the purpose of disseminating or otherwise promoting the results of the project.

Food and/or meals are only allowable when vendors are unavailable during the scheduled program. You may not use federal funds for meals/food/refreshments at receptions or “networking” events. If participants will 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 award accordingly. 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 that 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 all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subaward). **MTDC exclude equipment, capital expenditures, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward in excess of \$25,000.**

Review your institution's negotiated indirect cost rate(s) to ensure you are using the most appropriate rate for your project. Many institutions of higher education negotiate multiple rates, such as "research," "instruction," and "other sponsored activities." 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) that are 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 as a result of 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 the educational institution 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 10: Federally negotiated indirect cost rate agreement](#), if applicable.

Indirect Cost Type

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

Indirect Cost Rate (%)

Enter the most recent indirect cost rate(s) established with your cognizant federal agency (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 funds you are requesting for each indirect cost type.

Total Indirect Costs

The form will calculate total indirect costs.

Cognizant Federal Agency

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

I. Total Direct and Indirect Costs

The form will calculate total project costs.

J. Fee

Leave this field blank.

K. Total Costs and Fee

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 costs, and provide supporting documentation. Organize your budget justification using the section headings on the Research and Related Budget.

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

If you are requesting federal matching funds, identify which activities your required cost share will support. Describe how you will raise matching funds, including who will perform

fundraising activities, how much time they will devote to fundraising, and the expected source(s) of funding, either specifically (if already known) or generally. 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

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

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

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

C. Equipment Description

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

D. Travel

For each trip, provide the name of the traveler (if known), explain the purpose of the trip, and specify the points of origin and destination. Break out the costs of transportation, lodging, per diem, and any other associated expenses. Explain how you determined these figures. You must justify each trip separately, with the exception of 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

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

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 number of days of service, 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 9: Subrecipient budget\(s\)](#).

6. Equipment or Facility Rental/User Fees

Identify and justify each rental fee. Provide relevant supporting documentation.

7. Alterations and Renovations

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

8. Other Costs

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

H. Indirect Costs

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

Application Components

SF-424 Application for Federal Assistance – Short Organizational

This form 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 one thousand 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.

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 the institution’s president, vice president, executive director, board chair, provost, or chancellor. The institution’s Grants.gov E-Business Point of Contact must designate the AOR. See the [Grants.gov Online User Guide](#).

Supplementary Cover Sheet for NEH Grant Programs

1. Project Director

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

2. Institutional Information

Select your institution type from the drop-down menu.

3. Project Funding

- 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

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 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.”

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

Certification Regarding Lobbying (conditionally required)

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

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

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

Attachments Form

This form accommodates up to fifteen attachments. **Attachments must be in Portable Document Format (.pdf)**. Convert all non-PDF files (e.g., Word, Excel, images) to PDFs. If an attachment contains multiple documents, merge them into a single file. Be aware that, occasionally, converting a document to PDF may alter its length. You must ensure that each attachment is within the page limit, if applicable.

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 uploading to Grants.gov.

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

Grants.gov may accept and validate your application even if 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.

Attachment 1: Narrative (required)

Refer to the prior instructions on preparing your [narrative](#). The narrative must not exceed 12 pages. Name the file narrative.pdf.

Attachment 2: Work plan (required)

Your work plan should reflect the major activities you describe in your [narrative](#), the project dates on your [SF-424 Application for Federal Assistance – Short Organizational](#), and your [Research and Related Budget](#).

Describe the activities that will take place during the period of performance to achieve each of the proposed objectives. Use a timeline that includes each activity and identifies responsible staff. Explain how outcomes from one activity will carry over into the next. For each activity, specify the project team members involved. For multi-institutional 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 activities.

NEH recommends you limit your work plan to two pages. Name the file `workplan.pdf`.

Attachment 3: List of key personnel (required)

Provide a list, in alphabetical order, surnames first, of all collaborators, designating the project director and co-director(s), if applicable. Include institutional affiliations for all listed personnel. For those not affiliated with a nonprofit educational institution, provide occupation and employer; if none, list city and state of residence.

The names on this list must match the names mentioned in the [Collaborators](#) section of the narrative, as well as those included in the budget. If applicable, provide separate lists of advisors and board members.

Name the file `personnel.pdf`.

Attachment 4: Résumés for key personnel (required)

Include two-page résumés for each person identified as key personnel (such as directors, co-directors, collaborating scholars, editors, research assistants, and digital specialists). Include their mailing address and e-mail address, highest degree earned, the name of the institution awarding the degree, professional positions held, institutional affiliations, and major publications.

NEH recommends you limit each résumé to two pages. Name the file `resumes.pdf`.

Attachment 5: Bibliography (required)

The bibliography should consist of primary and secondary sources that relate directly to the project. It should also include all previously published editions of the text to be edited or previous translations into English of the text to be translated for this application submission. Include works that pertain to both the project's substance and its theoretical or methodological approaches, particularly those that make the case for a new edition or translation of a text or those that have benefitted from editions already completed with NEH funds. Reviewers will use the bibliography to assess your knowledge of the subject area and your edition's impact on the field, if previously funded.

NEH recommends you limit your bibliography to five pages; you may use any standard citation format. Name the file `bibliography.pdf`.

Attachment 6: Samples (required)

All samples must illustrate the significance of the materials to be edited, show the degree of difficulty of the text, illustrate the annotation policy, and be carefully checked for accuracy.

You must submit two kinds of samples:

1. **Samples of the original materials you will edit or translate during the proposed period of performance.** These may be photocopies or digital scans of the original texts saved as PDFs or documents that form the basis of the new edition or translation. In the case of translation projects, in addition to facsimiles of the original text, you must provide a legible transcription of the text in the original language to allow for comparison to the translation sample provided.
2. **Samples of the final, edited material you will produce during the period of performance.** These must include examples of edited transcriptions with representative footnotes or endnotes and annotations that represent the final print or digital product. In the case of a translation project, you must include a sample of a completed translation of at least two manuscript pages. For editions of texts in the original language that will not be translated into English for the project, the sample must include a brief English-language summary (about one paragraph) of the material's content in addition to the sample of the final edited text with example annotation.

Each kind of sample must be at least two pages in length, single-spaced. At a minimum, they should present two facing pages of the final print volume or screen text. Samples that exceed five pages are allowable but are generally not necessary. You may submit more than the two required sample types if, for example, you wish to show a sample of underlying digital coding, samples of digital content already completed from previous NEH-supported work, or you believe that one sample does not adequately demonstrate the range of materials in the edition, but the total number of all sample pages in the attachment must not exceed 35 pages. If possible, use pages no larger than standard letter (8 1/2" x 11"). You may need to reduce the size of images.

For the two required samples, you must draw your samples from the work for which you are requesting funding, not from work already submitted to a publisher or from a previous application whose plan of work you have already completed.

If your project involves the creation of digital content, you must provide samples of that work in addition to embedded links to live content, if available. If you have received previous support from NEH for your project, you may provide screenshots of your digital editions. All screenshots of actual content should include embedded URLs that will be available online during the review period. If NEH has not previously supported your project or if it is at the planning stage, you may provide website mocks-ups or design plans that indicate the current status of digital design. If possible, include links for samples of early-stage projects.

Each of the two required samples must be at least two pages. The total number of pages of [Attachment 6: Samples](#) must not exceed 35 pages. Name the file samples.pdf.

Attachment 7: Appendices (conditionally required)

If applicable, include the following:

- permissions allowing you to publish the proposed work, unless it is in the public domain

- permissions from archives or other research venues granting you access to original documents where such access might be problematic
- contracts or letters of interest from print or digital publishers
- for project teams that include an individual who is awaiting the conferral of a degree and is serving as director, co-director, or the only other collaborating scholar on the project, a letter from the dean of the conferring school attesting that the individual has completed all degree requirements by the application deadline
- letters of institutional support from the sponsoring institution (and subrecipient institutions) that indicate that the edition or translation project contributes to its institutional mission and demonstrates a strong commitment to the project
- lists of publications from your project that have received previous NEH support with dates, noting print or digital format, print runs, and usage or sales statistics, when your list is too long to fit within the page limit in the narrative

This attachment must not exceed 35 pages. Do not include letters of recommendation or assessments of previous applications.

Name the file appendices.pdf.

Attachment 8: Table of past productivity (conditionally required)

If you have received previous NEH support for this edition or translation as part of a longer, multi-year project, provide a table for each six-month period of the most recent NEH award (or two most recent awards, if applicable, up to six years) comparing in detail the stated goals of the work plan in the application or the revised work plan with actual accomplishments during the periods of performance.

- The first column of the table should contain an accurate description of the proposed goals and tasks from the original or revised work plan, including any stated goals in terms of volumes, number of documents, or word counts.
- The second column of the table should indicate whether you completed the task or goal on time. In cases where you made changes or did not complete tasks on time, indicate when you completed (or will complete) them.

NEH recommends you limit this attachment to two pages. Name the file productivity.pdf.

Attachment 9: 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 your 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](#).

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. Name the file subrecipient.pdf.

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

Attachment 10: 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 11: 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.

3. Unique Entity Identifier and System for Award Management

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

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. Due to the recent transition from D-U-N-S® numbers to Unique Entity Identifiers in April 2022, the Federal Service Desk is currently experiencing long delays with UEIs requiring validation. If your SAM registration is not active and current at the time of Grants.gov submission, NEH will reject your application.

You should allow several weeks to register with SAM and Grants.gov. 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.

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.

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 at all times during which you have an active federal award or an application under consideration by 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 certain financial assistance certifications and representations, as required by [2 CFR § 200.209](#).

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

Grants.gov

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

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

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

4. Submission Dates and Times

Drafts

NEH encourages, but does not require, you to submit a draft for staff review. 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.

You must submit your draft by September 23, 2022 (for proposals submitted for the 2022 deadline), or by September 22, 2023 (for proposals submitted for the 2023 deadline), at 11:59 p.m. Eastern Time.

Program officers will not review drafts submitted after this deadline. If you choose to submit a draft proposal, email it as an attachment to editions@neh.gov.

Draft proposals must be no more than six, single-space pages and must highlight these key aspects of the project:

- Discuss the significance of the text you will edit or translate for humanities scholars, whether any editions or translations of the work already exist, the inadequacies of existing editions or translations (if any), and the need for a scholarly edition or scholarly translation. Discuss how it will encourage new scholarship.
- Explain if the project is at a planning or implementation stage and discuss how NEH funding will advance work on the project in replace of providing a budget.
- List and discuss the qualifications of key personnel and their roles on the project.
- Describe the format of the edition, including its proposed selection criteria, editorial practices, annotation policies, and theory of translation (if applicable).
- Provide a justification for the proposed dissemination plan, whether print or digital, with a discussion of sustainability plans for digital editions.
- If you previously submitted a proposal to this program (including funded projects), you must submit a cover letter summarizing changes you have made in response to reviewer comments from your most recently submitted application. Program staff will not review drafts from applicants who NEH requires to submit this letter but fail to do so.
- Program staff will not review draft budgets.

You may only submit one draft for review per deadline for each project. Program staff will review drafts in the order they receive them. If you have not yet received a draft response by November 1, you may check on the status of your draft review at editions@neh.gov.

Applications

This notice covers the 2022 and 2023 Scholarly Editions and Scholarly Translations competitions. The deadlines are:

November 30, 2022, 11:59 p.m. Eastern Time

November 29, 2023, 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.

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

When NEH receives your application, the agency will assign it a tracking number beginning with RQ-. 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, NEH's electronic grants management system, will reject your application and notify you by email. eGMS cannot detect other errors such as missing components or excess pages.

NEH recommends you submit your application 48 hours prior to the deadline so that you have time to correct any technical errors eGMS has notified you of or that you have discovered. It is your responsibility to correct any 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

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

- development of tools, including digital tools
- works undertaken for publication in recurrent publications such as magazines or scholarly journals
- translation of a text into a language other than English
- digitizing or print publication of previously published materials or translations of existing editions without the addition of a new critical apparatus and scholarly material
- preparation or publication of textbooks, bibliographies, descriptive catalogs, dictionaries, encyclopedias, or databases
- preparation of anthologies or sourcebooks for primarily educational purposes
- purchase of computers and peripherals
- purchase of equipment
- press subventions
- editions or translations of texts by living authors
- attendance at regularly occurring professional meetings
- funding conferences or other meetings for the purpose of dissemination or promotion of the completed edition
- 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

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. Significance: the intellectual significance of the proposed text for humanities scholars, the need for a scholarly edition or translation of the material, and the edition’s potential to stimulate new scholarship

2. Methods and execution: the appropriateness of the selection criteria, editorial practices, and translation policies; the accuracy and quality of the samples; the clarity of expression in the application; the significance and quality of annotations; and, for translation projects, the accuracy and quality of the translation

3. Collaborators: the qualifications, expertise, and levels of commitment of the project director and collaborators

4. Work plan and productivity: the thoroughness and feasibility of the work plan, the likelihood that the proposed project will be successfully completed within the stated time frame, and the reasonableness of the budget in relation to the proposed activities and plan of work

5. Publication goals: the soundness and sustainability of the dissemination plans for producing an edition in print, digital, or a combination of formats

Each review criteria corresponds to specific sections of the narrative and other application components. See [D2. Content and Form of Application Submission](#) for additional information.

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 editions@neh.gov.

[Learn more about the NEH review process.](#)

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](#).

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 make 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](#)).

NEH's 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 August 2023 (for proposals submitted to the 2022 deadline) or August 2024 (for proposals submitted to the 2023 deadline). This is not an authorization to begin performance or incur related costs.

Applicants may request evaluations of their applications by emailing editions@neh.gov.

F. Federal Award Administration Information

1. Federal Award Notices

If your application is selected 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 September 2023 (for proposals submitted to the 2022 deadline) or September 2024 (for proposals submitted to the 2023 deadline).

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 submitting an application, 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 11: Explanation of delinquent federal debt](#).

Providing access to NEH-funded products

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

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 must be included in subaward agreements.

Program income

If your NEH-supported activities generate income during the period of performance, you must use it for additional approved project-related activities. 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](#).

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.
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 program specific goals and progress on strategies; 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.

NEH encourages you to send copies of books resulting from research supported by NEH awards and to update the “Products and Prizes” tab in eGMS Reach with publications or prizes resulting from NEH support.

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

G. Agency Contacts

If you have questions about the program, contact:

Division of Research Programs
National Endowment for the Humanities
400 Seventh Street, SW
Washington, DC 20506
202-606-8200
editions@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 Federal Relay at 7-1-1.

If you have questions about registering or renewing your registration with login.gov or [SAM.gov](https://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](https://grants.gov), contact [Grants.gov](https://grants.gov) Applicant Support, 24 hours a day, 7 days a week, excluding federal holidays, at:

[Grants.gov Applicant Support](#)

Telephone: 1-800-518-4726

International Calls: +1-606-545-5035

support@grants.gov

Always obtain a case number when calling for support.

H. Other Information

Related funding opportunities

Scholars and researchers working without collaborators should consider applying for one of the individual grant programs offered by the Division of Research Programs, such as [Fellowships](#), [Public Scholars](#), or [Summer Stipends](#). Applicants pursuing complex, multi-year projects in the humanities are encouraged to consider funding opportunities for subsets of their projects that match specific NEH programs, rather than submitting applications for the entire project that may include unallowed activities or costs under a single NEH program. Applicants seeking support to prepare a co-authored or co-edited manuscript for publication, build a scholarly digital project, or convene scholars working towards one of these outputs should consider the [Collaborative Research](#) program offered by the Division of Research Programs.

Applicants seeking to build or digitize collections, create archives, or develop reference resources like dictionaries and encyclopedias should consider the [Humanities Collections and Reference Resources \(HCRR\)](#) program. Applicants seeking to address major challenges in preserving or providing access to humanities collections and resources should consider the [Research and Development](#) program. Both of these programs are offered by the Division of Preservation and Access.

Applicants seeking primarily to create or enhance experimental, computationally-based methods, techniques, or infrastructure that contribute to the humanities; pursue scholarship that examines the history, criticism, and philosophy of digital culture or technology and its impact on society; or conduct evaluative studies that investigate the practices and the impact of digital scholarship on research, pedagogy, scholarly communication, and public engagement should consider the [Digital Humanities Advancement Grants](#) program in the Office of Digital Humanities. Applicants for projects involving exhibitions, documentaries, or apps should consider the [Public Humanities Projects](#), [Media Projects](#), or [Digital Projects for the Public](#) programs offered by the Division of Public Programs. Applicants seeking support for empirical fieldwork should consider the [Archaeological and Ethnographic Field Research](#) program offered by the Division of Research Programs. Applicants for projects involving the linguistic

documentation and analysis of endangered languages should consider the [Dynamic Language Infrastructure—Documenting Endangered Languages](#) funding opportunities offered by the Division of Preservation and Access (institutions) and the Division of Research Programs (individuals) at NEH in conjunction with the National Science Foundation.

The [National Historical Publications and Records Commission \(NHPRC\)](#), National Archives, Washington, D.C., 20408, provides support for editions of American historical documents and records. You may request support from both NEH and NHPRC.

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.