NATIONAL ENDOWMENT FOR THE

Humanities

DIVISION OF **RESEARCH PROGRAMS**

SCHOLARLY EDITIONS AND SCHOLARLY TRANSLATIONS

Deadline: December 4, 2019 (for projects beginning as early as October 1, 2020, and as late as September 1, 2021). Applicants will be notified of the decision by e-mail by August 31, 2020.

Catalog of Federal Domestic Assistance (CFDA) Number: 45.161

Funding Opportunity Number: 20191204-RQ

OMB Control Number 3136-0134, expiration date: 06/30/2021

If after reading this document you have questions about this program, contact the staff of NEH's Division of Research Programs at editions@neh.gov and 202-606-8200. Applicants who are deaf or hard of hearing can contact NEH via Federal Relay (TTY users) at 800-877-8399.

Executive Summary

The National Endowment for the Humanities (NEH) Division of Research Programs is currently accepting applications for its Scholarly Editions and Scholarly Translations program. This program supports the preparation of editions and translations of pre-existing texts that are foundational to humanities learning and research, but are currently inaccessible to the larger scholarly community and general audiences, or available only in inadequate editions or translations. Typically, the texts are significant literary, philosophical, and historical materials, but other types of work, such as musical notation, may also be included.

Funding Opportunity Title:	Scholarly Editions and Scholarly Translations
Funding Opportunity Number:	20191204-RQ
Federal Assistance Listing Number (CFDA):	45.161
Application Due Date:	December 4, 2019, 11:59 p.m. Eastern Time
Estimated Number and Type of Award(s):	22 grants
Estimated Award Amount *or* Funding Range:	Up to $300,000 Up to $525,000 may be available for projects that respond to *"A More Perfect Union": NEH Special Initiative Advancing Civic Education and Celebrating the Nation's 250th Anniversary.*
Cost Sharing/Match Required:	No
Period of Performance:	One to three years
Eligible Applicants:	Any U.S. nonprofit organization with 501(c)(3) status is eligible, as are state and local governmental agencies and federally recognized Indian tribal governments. Eligible organizations include accredited public and 501(c)(3) institutions of higher education.
Program Resource Page:	https://www.neh.gov/grants/research/scholarly-editions-and-translations-grants
Pre-application Webinar:	A pre-recorded technical assistance webinar for prospective applicants will be posted to the program resource page on October 7, 2019.

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

Contents

I. Program Description

The Scholarly Editions and Scholarly Translations program makes awards to organizations to support the preparation of editions and translations of pre-existing texts of value to the humanities that are currently inaccessible or available only in inadequate editions or translations. Textual editing and translation are vital endeavors for the humanities, providing the very foundations for research and teaching. Typically, the texts and documents are significant literary, philosophical, and historical materials, but other types of work, such as musical notation, may also be the subject of an edition.

Projects must be undertaken by at least two scholars working collaboratively. These grants support sustained full-time or part-time activities during the periods of performance of one to three years.

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 produced with NEH support contain scholarly apparatus appropriate to their subject matter and format, including introductions and annotations that explain form, transmission, and its historical and intellectual contexts. Translation projects must also explain the theory and method of translation adopted for the proposed work.

NEH encourages applications from Historically Black Colleges and Universities, Hispanic-Serving Institutions, and Tribal Colleges and Universities.

Foreign Language Texts

Organizations may submit proposals for editions of foreign language texts in the original language.

Organizations may submit proposals for translations of foreign language texts into English.

Sample narratives from successful applications are available on the [program resource page](#).

Funding Restrictions

Scholarly Editions and Scholarly Translations awards may not be used for:

- projects undertaken by individuals without collaboration
- development of tools, including digital tools, or any materials analysis whose primary goal is refinement of a method, unless the development contributes to the larger editorial goals of the project and coincides with research activities
- work on recurrent publications such as magazines or scholarly journals
- digitization of pre-existing texts or previously published materials without the addition of a new scholarly apparatus
- translation of a text into a language other than English
- translations of existing editions without the addition of a new scholarly apparatus
- preparation or publication of textbooks, bibliographies, descriptive catalogs, dictionaries, encyclopedias, or databases
- professional development or training
- the creation of original works of fiction, poetry, drama, or music
- promotion of a particular political, religious, or ideological point of view

- advocacy for 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, memoirs, and creative nonfiction; and empirically based social science research or policy studies.

Applications for such projects will not be reviewed.

Other funding opportunities

Individual scholars seeking support should apply to the Public Scholar, Fellowships, NEH-Mellon Fellowships for Digital Publications, or Summer Stipends programs. Proposals for digitizing collections and for preparing bibliographies, descriptive catalogs, dictionaries, encyclopedias, databases, or other research tools or reference works should be submitted to the Humanities Collections and Reference Resources program in the NEH Division of Preservation and Access. Applicants who propose to develop digital tools should consult with the NEH Office of Digital Humanities at odh@neh.gov.

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

NEH areas of interest

NEH is interested in the advancement of humanities-related work in the following areas.

"A More Perfect Union": NEH Special Initiative Advancing Civic Education and Commemorating the Nation's 250th Anniversary

As our nation approaches its 250th anniversary in 2026, NEH encourages projects that promote a deeper understanding of American history and culture and that advance civics education and knowledge of our core principles of government. The agency-wide "A More Perfect Union" initiative will help Americans better understand the world's oldest constitutional democracy and how our founding ideals are met in a modern, pluralistic society. NEH welcomes consideration of diverse topics in American history, from Native American culture to rural life to the rise of the industrial city, from the Civil War to the Cold War to the Civil Rights movement, projects that examine foundational documents in U.S. history, etc., as well as projects that examine historical objects, places, traditions, events, and individuals who collectively shaped our states and nation. Applications about the contributions of under-represented communities are highly encouraged.

Proposals responding to "A More Perfect Union" may apply for additional funding (see Award information).

Standing Together

NEH invites projects related to its Standing Together initiative, which encourages projects related to war and military service.

Protecting our Cultural Heritage

In response to the destruction of cultural heritage materials worldwide, NEH encourages applications for projects that study, document, or create digital representations of lost or imperiled cultural heritage materials. Proposed projects should be based on scholarly work and follow standards and best practices. Project teams must include appropriate methodological specialists and humanities scholars. Projects must demonstrate the capacity to be sustained and must be widely accessible to the public. For more information click here.

All applications will be given equal consideration in accordance with the program's review criteria.

Providing access to NEH-funded products

As a taxpayer-supported federal agency, NEH endeavors to make the products of its awards available to the broadest possible audience. Our goal is for scholars, educators, students, and the American public to have ready access to the wide range of NEH-funded products.

For the Scholarly Editions and Scholarly Translations program, such products may include edited documents, literary texts, and musical scores. All other considerations being equal, NEH gives preference to projects that provide free access to the public.

Detailed guidance on access and dissemination matters can be found in the Final product and dissemination section below (at the end of the instructions for the narrative in Section II).

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

Copyright information

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

Award information

Organizations for other Scholarly Editions and Scholarly Translations awards may apply for up to $300,000, not to exceed $100,000 per year. The period of performance is one to three years.

Organizations submitting proposals that respond to *"A More Perfect Union": NEH Special Initiative Advancing Civic Education and Celebrating the Nation's 250th Anniversary* may apply for up to $525,000, not to exceed $175,000 per year. The period of performance is one to three years.

Overlapping project costs between two or more applications for federal funding and/or approved federal award budgets is not permitted.

At the time of posting, federal appropriations have not been made for fiscal year 2020. This notice of funding opportunity has been issued to ensure that, should funds become available for this purpose, NEH can process applications and award funds in a timely manner.

Successful applicants will receive an award in outright funds, matching funds, or a combination of the two, depending on the applicant's preference and the availability of funds.

Outright funds

Outright funds awarded by NEH are not contingent on additional funding from other sources.

Matching funds

When matching funds are requested, the applicant must raise cash contributions from nonfederal third parties and have them certified by NEH before the funds are released to the award recipient (see NEH's Federal Matching Funds Guidelines). The full amount of federal matching funds may not be available for release in the first year of a multi-year period of performance. Federal matching funds are typically distributed on an annual basis over the life of the award. Funds raised to satisfy a match count toward an institution's cost share for a project (see the discussion of cost sharing below). Note that agencies of the federal government are not eligible third parties. Learn more about different types of funding.

Cost sharing

Cost sharing is not required in this program. Applicants may, however, use voluntary cost sharing for projects in which the total costs exceed the amount awarded by NEH. Voluntary cost sharing includes cash contributions to a project by the applicant and nonfederal third parties, as well as in-kind contributions, such as donated goods and services.

The Scholarly Editions and Scholarly Translations program is rarely able to support the full costs of projects approved for funding.

Eligibility

The following types of applicants are eligible to apply:

- U.S. nonprofit organizations with 501(c)(3) status
- accredited public or 501(c)(3) institutions of higher education
- state and local governments
- federally recognized Native American tribal governments

The following types of applicants are ineligible:
- other federal agencies
- for-profit institutions
- individuals

All projects must include at least one other collaborating scholar in addition to the project director, who must be a scholar and not an administrator or press representative.

NEH does not make awards to other federal entities or to applicants whose projects are so closely intertwined with a federal entity that the project takes on characteristics of the federal entity's own authorized activities. This does not preclude applicants from using funds from, or

sites and materials controlled by, other federal entities in their projects. Such resources may not, however, be used as gifts to release NEH matching funds.

An institution may submit multiple applications for distinctly different projects.

Applicants whose projects have received NEH support may apply for an award for a new or subsequent stage of that project. These applications receive no special consideration and are judged independently by the same criteria as others in the competition. An award from NEH for one stage of a project does not commit NEH to continued support for the project.

Applications must be complete, must observe the specified page limits, and must be validated by Grants.gov under the correct funding opportunity number to be considered under this notice. **Late, incomplete, or ineligible applications will not be reviewed.**

Designation of project directors and co-directors

- Project directors must be a scholar. 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. Applicant institutions may, however, designate a project director affiliated with another institution if that person is a leading scholar in a relevant field of study.
- Project directors must devote significant time to sustained work on the project.
- Project participants (including the project director) need not be U.S. citizens or U.S. residents, so long as the applicant institution is eligible. However, at least 50 percent of award funds (excluding indirect costs) must be used to support research conducted at U.S.-based institutions, research conducted by citizens of or residents in the U.S., or both. A majority of each type of participant (such as directors, collaborators, participants, technical assistants, and student assistants) must be U.S. citizens.
- Degree candidates may not be project directors, co-directors, or the only other collaborator. If an individual on the project team is the project director, co-director, or the only other collaborator, and has satisfied all the requirements for a degree and is awaiting its conferral, the application must include as an appendix a letter from the dean of the conferring school attesting to the individual's having completed all degree requirements by the application deadline.
- An individual may only serve as the project director on a single application to either the Scholarly Editions and Scholarly Translations program or to the Collaborative Research program, but not both. They may, however, apply for other NEH awards, including Fellowships and Summer Stipends.
- 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).

II. Preparing and Organizing your Application

Review criteria

The following criteria will be used to evaluate Scholarly Editions and Scholarly Translations applications:

1. Significance

The intellectual significance of the proposed work, including its value to humanities scholars, general audiences, or both; its potential to stimulate new research; its relationship to larger themes or questions in the humanities; and the significance of the material on which the project is based.

2. Methods and Execution

The application's clarity of expression; the appropriateness of the selection criteria for the materials to be included in the edition or translation, research methods, editorial policies, and scholarly apparatus; the content, accuracy, and quality of the samples; and the clarity and relevance of annotations.

For translation projects, the accuracy and quality of the translation; the soundness of the theory and methods of translation.

3. Collaborators

The qualifications, expertise, and levels of commitment of the project director and collaborating scholars.

4. Work Plan and Completion

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. For previously funded projects, the project's productivity and the clarity of the application's account of work completed in relation to the project's previous goals and of the work to be accomplished during the period of performance.

5. Publication Goals

The soundness of the dissemination and access plans, including benefit to the audience identified in the proposal; the strength of the case for producing print volumes, a digital format, or a combination of media; the appropriateness of the technology to be used; and the sustainability of the print and/or digital dissemination.

Application components

Your application will consist of four forms that are available with the Grants.gov application package on the [program resource page](). You will then upload the remaining application components in to the Attachments Form.

F-424 Application for Federal Domestic Assistance – Short Organizational

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

5. Applicant Information

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

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

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

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

6. Project Information

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

Provide a brief (no more than one thousand characters) description of your project. The description should be written for a non-specialist audience and clearly state the importance of the proposed work and its relation to larger issues in the humanities. Indicate whether your project is a scholarly edition, translation, or both. If the project has received prior NEH support, state how many print volumes or how much digital content has been published, how many (or much) remains to be published, and the expected date of completion for the entire project. Provide the project URL.

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

7. Project Director

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

8. Primary Contact/Grants Administrator

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

As a matter of NEH policy, the Project Director listed in section 7 may **not** be the same individual listed as the Primary Contact/Grants Administrator listed in section 8. The role of the project director must be distinguished from that of the institutional grant administrator, who functions as the representative of the recipient organization with authority to act on the organization's behalf in matters related to the administration of the award. All financial

reports and prior approval requests such as budget revisions, extensions of the period of performance, and changes in key personnel must be signed or countersigned by the institutional grant administrator. Similarly, official correspondence from NEH to a recipient (for example, an offer letter, the award document, an extension, a supplement or amendment) is addressed to the institutional grant administrator and copied to the project director.

9. Authorized Representative

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

Supplementary Cover Sheet for NEH Grant Programs

Provide the following information:

1. Project Director

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

2. Institutional Information

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

3. Project Funding

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

Application Information

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

For Type of Application, check "new."

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

Project/Performance Site Location(s) Form

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

Attachments Form

This form is where you will attach your narrative, budget, and the other application components.

Your attachments must be in Portable Document Format (.pdf). Make sure that all files in formats other than PDF (images, Word or Excel files, etc.) have been properly saved as PDF files. Do not simply rename your non-PDF files with PDF extensions. If an attachment contains multiple PDFs, you must merge those documents into a single PDF. Do not attach a zip file containing multiple PDFs.

Visit Grants.gov's Adobe Software Compatibility page to verify the compatibility of your current software or to download the appropriate version. Even if you choose to complete the online webforms in Workspace, you will need to convert the files that you will attach (to the Attachments Form) into PDFs. If you have a problem installing Adobe Reader, it may be because you do not have permission to install a new program on your computer. Many organizations have rules about installing new programs. If you encounter a problem, contact your system administrator.

When you open the Attachments Form, you will find fifteen attachment buttons, labeled "Attachment 1" through "Attachment 15." By clicking on a button, you will be able to choose the file from your computer that you wish to attach.

Note the following Grants.gov file naming conventions: limit file names to 50 or fewer characters. Do not attach any documents with the same name. All attachments should have a unique name. Use only the following UTF-8 characters when naming your attachments: A-Z, a-z, 0-9, underscore, hyphen, space, period, parenthesis, curly braces, square brackets, ampersand, tilde, exclamation point, comma, semi colon, apostrophe, at sign, number sign, dollar sign, percent sign, plus sign, and equal sign. Attachments that do not follow this rule may cause the entire application to be rejected or cause issues during processing.

Consult the Attachment Table below to learn about the required components for each category, how to name each attachment and the order in which to attach them. You must name and attach your files in the proper order so that we can identify them. All attachments must be formatted with one-inch margins and with at least an 11-point font. Applications exceeding the stated page limits will not be reviewed.

Grants.gov may accept and validate your submission without all of the required components included, which may result in NEH rejecting your application as incomplete. **It is your responsibility to ensure that all required components are properly attached and submitted.**

Attachment Table

Attachment component	Naming convention	Page limit	Requirements
Attachment 1: Table of contents	contents.pdf	1 page	Required
Attachment 2: Statement of significance and impact	statement.pdf	1 page	Required
Attachment 3: List of participants	participants.pdf	1 page	Required
Attachment 4: Narrative	narrative.pdf	12 pages	Required
Attachment 5: Budget	budget.pdf		Required
Attachment 6: Budget Justification	justification.pdf		Required

Attachment 7: Appendices	appendices.pdf	35 pages	Required
Attachment 8: Statement of funding received and requested	funding.pdf	1 page	Required
Attachment 9: Federally negotiated indirect-cost rate agreement	agreement.pdf		Conditionally required
Attachment 10: Certification Regarding Lobbying	lobbying.pdf		Conditionally required

Attachment 1: Table of contents

Provide a list of all components of the application and corresponding page numbers.

Attachment 2: Statement of significance and impact

Provide a one-page project statement written for a non-specialist audience, stating clearly the significance of the proposed work, its relation to larger issues in the humanities, and the impact of the proposed publication on its intended audience and on future scholarship.

Attachment 3: List of participants

Provide a list, in alphabetical order, surnames first, of all collaborators and other participants, designating the project director and if applicable the co-director. Include institutional affiliations for all listed participants. 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 project's narrative description, as well as those listed in the budget. After you list the participants, provide a separate list of advisors, if any. Foreign nationals may participate in the project.

Note: Scholarly Editions and Scholarly Translations recipients are prohibited from doing business with any organization or person (as a subrecipient, contractor, collaborating scholar or key employee) if they have been debarred or suspended by any federal department or agency. For further information, refer to Article 29 Debarment and Suspension of the General Terms and Conditions for Awards.

Attachment 4: Narrative

Narratives are limited to **twelve, single-spaced pages**. All pages should have one-inch margins, and the font size must be Times New Roman eleven point. **Applications with narratives that do not follow this formatting or exceed twelve single-spaced pages will not be reviewed.**

The narrative must be introduced with the same project title included in the SF-424 form. This title may become public if an award is made. As noted above, the project title must be no more than 125 characters and should be informative to a non-specialist audience.

In the narrative, applicants must provide an intellectual justification for the project and a work plan. Applicants should write their narrative with the review criteria in mind, describing the intellectual significance of the texts, the research method, the qualifications of collaborators,

the dissemination plan, and a plan to complete the project (both the portion to be undertaken during the period of performance and the entirety of the project).

The narrative should not assume any specialized knowledge on the part of readers. It must be free of jargon and define field-specific terms.

See Attachment 7: Appendices for instructions on providing supplementary material.

Provide a detailed project description consisting of the following sections.

Substance and context (about two pages)

Provide a clear, concise statement about the nature of the edition or translation; the significance of the work to be edited or translated; and its value to scholars, students, and general audiences in the humanities. Include a full description of the materials that the project will contain. If a previous edition or translation exists, discuss the reasons for undertaking a new one. Explain the problems or inadequacies of the earlier work—and how your project would solve the problems or remedy the inadequacies. Include a bibliographical essay that situates the project with regard to the existing relevant literature. Include in an appendix a bibliography of relevant primary and secondary sources. Applicants should also describe, if applicable, how their projects will make available materials dispersed among a number of repositories.

History of the project and its productivity (about two pages)

Provide a history of the project to date. Explain how the project began, its progress, and its estimated date of completion. Provide specific information on how collaborators have selected materials for the edition or translation and how they gained access to them. If gaining access to the materials requires permissions or poses other challenges, explain how the collaborators are addressing these issues.

Report on the progress of work that has received NEH support, including work supported by other NEH grant programs. Discuss the project's productivity, specifying progress in collecting materials, editing or translating, and preparing for publication.

If the application requests support for only 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, applicants should describe the work that will remain (including a realistic date of completion of the entire project) and all probable sources of financial support for that work. For long-term projects, provide a provisional plan for overall completion, including milestones with dates.

All applications must include:

- a list of all project products to date, print or digital (if any), with print runs or usage statistics
- an active URL for the project (if one exists)
- the projected number of volumes
- the number of volumes completed (if any)
- an estimated date of completion for the entire project

Applications submitted for projects that will not be completed during the proposed period of performance must explain how the project will address succession in project leadership.

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
- discuss how the previously funded project met, or did not meet, its goals according to the original or (if appropriate) revised work plan
- include a table with appropriate dates, comparing the stated goals with actual accomplishments during the period of the two most recent NEH awards, and listing any changes that occurred

Collaborators (about two pages)
- Describe the qualifications and responsibilities of the project director and all collaborators who would work on the project during the proposed period of performance, regardless of whether NEH funds are requested to support their participation.
- Explain what each collaborator would contribute to the project.
- State anticipated commitments of time, in percentage of time or hours per week for the project director and each collaborator.
- For collaborators providing technical services, explain how their activities are important for achieving the project's goals.

Methods and execution (about two pages)
Explain how the edition or translation goals correspond to the proposed methodology.

- Describe in detail the tasks to be undertaken and the technology to be employed, indicating what resources will be required, as well as the experience of the collaborators with the technology and its application to humanities scholarship.
- Describe in detail the organization of the texts.
- Describe the corpus—the total number of primary and secondary sources used to produce the edition or translation and the reasons for selecting these sources. Explain the methods of analyzing, transcribing, verifying, and presenting the texts.
- Explain how errors and variant readings in existing editions will be dealt with.
- 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 introductions and explanatory annotations will establish the historical and intellectual contexts of the work or works, and will contribute to a better understanding of the source texts.

For applicants 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 challenges posed by a translation (including the degree of difficulty of the text) will be resolved.

For applicants employing digital technology:
- Digital projects must describe the organization and contents of the site on which they would appear, providing screenshots or mock-ups, and URLs whenever possible. Explain the reasons for and advantages of employing digital methods.
- Describe the technology to be used (hardware and software) and how it will facilitate the project. 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.
- NEH expects that any materials produced in digital form as a result of its awards will be maintained so as to ensure their long-term availability. To that end, describe how the project's digital results will be maintained and supported beyond the period of performance. 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.

Work plan (about two pages)
- The work plan must be consistent with the work described in both the "Collaborators" and "Methods and execution" sections of the narrative and associated the costs requested in the budget.
- Describe what will be accomplished during each six-month period.
- Name all collaborators involved in the project during each six-month period and describe their specific tasks for each period, including approximate time commitments in percentages or days.

Final product and dissemination (about two pages)
NEH expects recipients to provide broad access to all NEH-funded 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.

- Discuss publication arrangements, publicity plans, estimated prices, and user costs for both print and digital publication. Any pertinent correspondence with a print or digital publisher must be included in the appendices. If the project involves materials under copyright, indicate your plans for securing the necessary permission to publish. Any supporting documents must also be included in the appendices.
- Discuss both the media chosen for the final product (printed books, digital materials, or some combination) and the reasons for this choice.
- Projects proposing print volumes must describe the organization and contents of the volumes.

Attachment 5: Budget

Using the instructions and the sample budget, complete the budget form (MS Excel format). (You can find links to a sample budget, and budget form on the program resource page.) You can customize the form to suit your project. Include separate budget forms for all subawards to other institutions. Budgets should be completed in compliance with 2 CFR 200 Subpart E – Cost Principles.

The NEH budget form and any subawards in which NEH funds are requested should contain only those expenses that the applicant is asking NEH to support. Applicants requesting federal matching funds should also include expenses that will be covered with gift funds from third parties.

Note that at least 50 percent of NEH funds, excluding indirect costs, must be used to support research conducted at U.S.-based institutions, research conducted by citizens or residents of the U.S., or both. A majority of each type of participants—such as directors, collaborators, participants, technical assistants, and student assistants—must be U.S. citizens.

Items listed in the budget must be reasonable and necessary to accomplish project objectives, allowable in terms of the applicable federal cost principles, auditable, and incurred during the period of performance. When indirect costs are charged to a project, ensure that the expenses included in the organization's indirect-cost pool are not charged to the project as direct costs. For further information, see the indirect costs section of the budget (item 9) below.

Item 1: Salaries and wages
Staff costs should include the position title, name (if possible), percent of full-time equivalent or total number of hours charged to the project. Indicate in the budget if any individuals will perform multiple, separately budgeted functions. Include all collaborators employed by the applicant institution, including those performing scientific analysis. For persons employed on an academic year basis, list separately any salary charge for work done outside the academic year. All salaries and wages claimed must be in compliance with 2 CFR §§200.430 and 466.

Item 2: Fringe benefits
Fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits include, but are not limited to, the costs of leave (vacation, family-related, sick, or military), employee insurance, pensions, and unemployment benefit plans. See 2 CFR §200.431 for additional information.

Item 3: Consultant fees
Consultant fees may be requested to cover collaborators not employed by the applicant institution: advisory collaborators, consultation with humanities scholars, native and local consultants, state and local historic preservation advisors, and any other advisors to be consulted on an ad hoc basis. Funding for consultants is capped at 10 percent of the total NEH request. Travel and subsistence costs for visiting consultants should be entered under item 4 of the budget.

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

Item 4: Travel
List travel costs according to local and long-distance travel. For local travel, outline the mileage rate, number of miles, reason for travel, and the name of the individual(s) completing the travel.

If there will be long-distance travel for any project team members, the budget should name the travelers (if possible) or their positions; reflect the travel expenses (for example, airfare, lodging, parking, per diem, etc.) for each person and trip; briefly describe the purpose of the travel; and list the destinations.

Calculate travel and subsistence costs, including participant travel, in conformity with 2 CFR §200.474 and institutional policy.

All air travel that is paid in whole or in part with NEH funds must be undertaken on U.S. flag air carriers. For further information on travel requirements, see the articles on Travel Costs and Foreign Travel in the General Terms and Conditions for Awards.

Travel to regularly occurring professional meetings is not supported with NEH funds.

Item 5: Supplies and materials

Include consumable supplies and materials to be used in the project costing the lesser of the capitalization level established by the applicant or $5,000, regardless of the length of its useful life.

The NEH budget should not include computers, peripherals, or laboratory equipment.

Costs for these items may be included only if they are not part of the indirect-cost pool (discussed in item 9 of the budget below).

Item 6: Services

The costs of project activities to be undertaken by a third-party subrecipient or contractor (rather than a collaborator or consultant) should be included in this category as a single line item charge. Include a clear explanation of the purpose of each contract or subaward in the Budget Justification, including how the costs were estimated, and the specific contract or subaward deliverables. Do not provide line item details on proposed contracts, but instead you should explain the basis for your cost estimate for the contract.

Grant recipients are responsible for ensuring that their organization or institution has in place an established and adequate procurement system with fully developed written procedures for awarding and monitoring all contracts or subawards. Grant recipients must notify potential subrecipients that entities receiving subawards must be registered in the System for Award Management (SAM). Potential subrecipients must provide the grant recipient with their D-U-N-S® number.

Recipients and subrecipients must adhere to the procurement standards set forth in 2 CFR §§200.317 – 326.

You may not include the cost of duplication and printing, long distance telephone calls, equipment rental, postage, and office supplies in this item.

Item 7: Other costs

Include the cost of duplication and printing, long distance telephone calls, equipment rental, postage, and office supplies if the expenses can be directly allocated to the project and are not included as indirect costs. The purchase of laboratory and computer equipment is not allowable in this program.

Consistent with Executive Order 13788 ("Buy American and Hire American"), grant recipients and subrecipients who purchase equipment and products costing $10,000 or more per unit

with NEH funds should purchase only American-made equipment and products. This encouragement does not apply to commercial information technology.

Item 8: Total Direct Costs

The sum of items 1 through 7. As a reminder, at least 50 percent of NEH funds, excluding indirect costs, must be used to support research conducted at U.S.-based institutions, research conducted by citizens or residents of the U.S., or both.

Item 9: Indirect costs

Indirect costs (also known as "facilities and administrative" or F & A costs) are those costs that are not readily identified with a specific project or organizational activity. "Facilities" is defined as depreciation on buildings, equipment and capital improvement, interest on debt associated with certain buildings, equipment and capital improvements, and operations and maintenance expenses. "Administration" is defined as general administration and general expenses such as the director's office, accounting, personnel, and all other types of expenditures not listed specifically under one of the subcategories of "Facilities" (including cross allocations from other pools, where applicable).

An indirect cost rate is simply a device for determining the proportion of general (indirect) expenses that each federally funded project may include as part of its overall budget request. Indirect costs are computed by applying a negotiated indirect-cost rate to a distribution base. For administrative convenience, applicant organizations negotiate rates with a single federal agency (referred to as the "cognizant agency"), and then the organization can use that negotiated rate in any of their federal grant applications.

Governmental departments or agency units receiving more than $35M in federal funds from all sources during a given fiscal year must have a federally negotiated indirect-cost rate agreement. Any other applicant organization that has never had a negotiated indirect-cost rate may direct-cost all expenses or use the de minimis rate of 10 percent of modified total direct costs (MTDC). The chosen method must be used consistently for all federal awards until the organization chooses to negotiate a rate. This can be done at any time. See 2 CFR §200.414 for additional information.

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

If your institution has a current federally negotiated indirect cost rate, indicate on the budget form the appropriate rate, the base, the name of the agency with which you negotiated, and the date of that agreement.

Note: Except as provided in paragraph (c)(1) of 2 CFR §200.414 Indirect (F&A) costs, federal agencies must use the negotiated rates in effect at the time of the initial award throughout the life of the federal award. Award levels may not be adjusted in future years as a result of changes in negotiated rates. Except as provided in 2 CFR §200.414 Indirect (F&A) costs, when an educational institution does not have a negotiated rate with the federal government at the

time of an award (because the educational institution is a new recipient or the parties cannot reach agreement on a rate), the provisional rate used at the time of the award must be adjusted once a rate is negotiated and approved by the cognizant agency for indirect costs. If the recipient fails to negotiate an indirect cost rate applicable to the period of performance within the period of performance, indirect costs may be disallowed.

Organizations that wish to include indirect (F&A) charges in the budget but have never had a federally negotiated indirect cost rate may choose one of the following options:

1) direct cost all expenses;

2) submit an indirect cost proposal to their cognizant federal agency to negotiate a rate with the federal government within three months of the effective date (period of performance start date) of the award (subrecipients may negotiate a rate with the recipient consistent with the requirements outlined in 2 CFR §200.414); or

3) per 2 CFR §200.414(f), the applicant may charge a de minimis rate of 10 percent of modified total direct costs (MTDC).

Per 2 CFR §200.68, MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first $25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of $25,000.

Item 10: Total Project Costs
The sum of items 8. and 9.

Item 11: Project Funding
11a Requested from NEH: Indicate the amount of outright and/or federal matching funds that is requested from NEH.

11b Cost sharing: Indicate the amount of cash contributions that will be made by the applicant and cash and in-kind contributions made by third parties to support project expenses that appear in the budget. Cash gifts that will be raised to release federal matching funds should be included under "Third-party contributions." When a project will generate income that will be used during the period of performance to support expenses listed in the budget, indicate the amount of income that will be expended on budgeted project activities. Indicate funding received from other federal agencies.

Item 12: Project Funding
The sum of 11.a. and 11.b.

Unallowable costs
The following costs are not allowable and may not be included in the budget:

- travel to annual professional conferences
- receptions
- professional development and training

- laboratory and computer equipment

Attachment 6: Budget Justification

Briefly describe the amounts requested for each line item of the budget. The budget justification should specifically describe how each item will support the achievement of the proposed objectives.

Applicants requesting federal matching funds should identify potential sources of gift funds.

Provide a clear explanation as to the purpose of each contract/subaward, how the costs were estimated, and the specific contract/subaward deliverables. You should not provide line item details on proposed contracts, rather you should provide the basis for your cost estimate for the contract. You are responsible for ensuring that your organization or institution has in place an established and adequate procurement system with fully developed written procedures for awarding and monitoring all contracts/subawards. Recipients must notify potential subrecipients that entities receiving subawards must be registered in SAM and provide the recipient with their D-U-N-S® number (see 2 CFR part 25). For consultant services, identify each consultant, the services he/she will perform, total number of days, travel costs, and total estimated costs.

Attachment 7: Appendices

Use appendices to provide essential supplementary materials. Appendices must not exceed thirty-five pages. Applications with appendices exceeding the page limit will be rejected.

Appendices **must** include the following:

- brief two-page **résumés** for each principal project participant, with mailing addresses and e-mail addresses, and listings of the highest degree earned, the name of the institution awarding the degree, professional positions held, institutional affiliations, and major publications.
- a **bibliography** of existing editions or translations of the texts to be newly edited or translated, and of secondary sources.
- **permissions** allowing the applicant to publish the work being proposed, unless it is in the public domain.
- **samples** of the material to be edited or translated during the proposed period of performance. Note: Samples MUST be taken from the work for which funding is requested, NOT from work already submitted to a publisher or from a previous application whose plan of work has already been completed.

All samples must illustrate the significance of the materials to be edited, show the degree of difficulty of the text, and be carefully checked for accuracy. To show editorial principles and procedures described in the narrative, **all samples** must include:

- photocopies of the original documents
- transcriptions
- annotations
- **translation samples** must also include both the original text and the translation.

Appendices should also include the following, when applicable:

- permissions or letters of support from archives or other research venues
- contracts or letters of interest from print or digital publishers
- published reviews
- 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 collaborator on the project, a letter from the dean of the conferring school attesting to the individual's having completed all degree requirements by the application deadline.

Do **NOT** include letters of recommendation or assessments of previous applications.

Attachment 8: Statement of funding received and requested

If the proposed edition or translation has received previous support from any federal or nonfederal sources, including NEH; is currently receiving such support; or is applying for or planning to apply for such support, provide a one- to two-page list of the sources, dates, and amounts of these funds. List the NEH awards already received, year by year. Include fellowships and individual awards received by project participants. If there is a long history of non-NEH support, the sources and contributions may be grouped and summarized.

Attachment 9: Federally negotiated indirect-cost rate agreement

If the applicant institution is claiming indirect costs and has a current federally negotiated indirect-cost rate agreement, submit a copy of the agreement.

Attachment 10: Certification Regarding Lobbying

Applicants requesting awards greater than $100,000 must complete and submit the Certification Regarding Lobbying. If nonfederal funds have been or will be used for lobbying, also complete and submit Standard Form-LLL, Disclosure of Lobbying Activities. (These forms are available on the program resource page.) Submit the signed and completed document(s) as a PDF. (See 2 CFR §200.450 Lobbying for additional information.)

III. Submitting your Application

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

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

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

In order to apply through Grants.gov, the applicant organization must first have or obtain a valid Dun and Bradstreet Data Universal Numbering System (D-U-N-S®) number, and register (or have an active registration) in the System for Award Management (SAM). Note: If you are registering in SAM.gov for the first time, you must provide an original, signed notarized letter stating that you are the authorized Entity Administrator for the entity associated with the D-U-

N-S® number. Read the SAM update and FAQs to learn more about this process change. **The initial SAM registration can take up to six weeks.**

Organizations must maintain active SAM registration with current information at all times during which they have an active federal award or an application or plan under consideration by a federal agency. You must therefore review and update your information at least annually after the initial registration, and more frequently if required by changes in information.

Effective June 29, 2018, when you go to SAM.gov and log in, you will be asked to create a Login.gov user account. Your current SAM.gov username and password will **no longer work.** Applicants renewing or updating their registrations are strongly advised to know the e-mail address associated with their current SAM.gov user account. Using the same e-mail address allows SAM.gov to automatically migrate your roles. If a different e-mail address is provided, your roles will need to be reassigned. This could cause delays in renewing or updating your SAM.gov registration. You can review your organization's SAM registration here. **We strongly recommend that you verify the status of your SAM registration at least two weeks before the application deadline.**

Applicant organizations with a valid D-U-N-S® number and an active SAM registration must register with Grants.gov. Visit Grants.gov at https://grants.gov/web/grants/applicants/organization-registration.html for complete registration information. **The initial Grants.gov registration process can take up to two weeks**.

If an organization has already registered with Grants.gov, you must verify that your registration is still active and (for organizations) that the organization's Authorized Organization Representative (AOR) is current and has been approved. **We strongly recommend that you do this at least two weeks before the application deadline.** Note: Grants.gov passwords expire every 60 days. Accounts that have been inactive for one year or more result in removal of all account roles.

If you have problems registering or verifying your registration with Grants.gov, call the Grants.gov help desk at 1-800-518-4726 or email support@grants.gov.

All applications must be submitted to Grants.gov. Links to the Grants.gov application package and instructions for preparing and submitting the package can be found on the program resource page.

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

Deadlines for submitting applications

Applications must be received and validated by Grants.gov by 11:59 P.M., Eastern Time, on December 4, 2019. Grants.gov will date- and time-stamp your application after it is fully uploaded. Applications submitted after that date will not be accepted.

IV. What Happens After the Submission of an Application

Review and selection process

Knowledgeable persons outside NEH will read each application and advise the agency about its merits. NEH staff comments on matters of fact or on significant issues that otherwise would be missing from these reviews, then makes recommendations to the National Council on the Humanities. The National Council meets at various times during the year to advise the NEH chairman. The chairman takes into account the advice provided by the review process and, by law, makes all funding decisions. Learn more about NEH's review process.

Prior to making an award, NEH will conduct a risk assessment of successful applicants, consistent with Administrative Requirements set forth in 2 CFR §200.205. This assessment guards against the risk that federal financial assistance might be wasted, used fraudulently, or abused. Based on its risk assessment, NEH will include in the award documents specific conditions designed to mitigate the effects of the risk.

Information for all applicants and for successful applicants

Applicants will be notified of the decision by e-mail in August 2020. Institutional grants administrators and project directors of successful applications will receive award documents from the NEH Office of Grant Management by e-mail in September 2020. Award documents will identify the relevant terms, conditions, and administrative requirements that pertain to successful applications. The Grant Management section of the NEH website outlines all the responsibilities of award recipients, including anti-lobbying restrictions, in great detail. Applicants may obtain the evaluations of their applications by sending an e-mail message to editions@neh.gov.

Reporting Requirements

Award recipients are required to submit progress and financial reports annually during the period of performance. A final financial report and final performance report are also required. See Performance Reporting Requirements and Financial Reporting Requirements on the NEH website.

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

Acknowledging NEH support

NEH expects recipients to provide broad access to all grant products, insofar as the conditions of the materials and intellectual property rights allow. In particular, NEH expects recipients to make program reading list(s) or course syllabi (accompanied by the NEH logo) accessible to the public, and it reserves the right to disseminate information (such as links to program or course websites) on its own website. Consult the Acknowledgment and Publicity Requirements for NEH Awards and Publicizing Your Project pages on the NEH website for guidance on credits and promotion.

V. Additional Information

Contact information for the program and Grants.gov

If you have questions about the program, contact NEH's Division of Research Programs at 202-606-8200 and editions@neh.gov.

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

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

If you need technical assistance in submitting your application to Grants.gov, contact Grants.gov 24 hours a day, seven days a week (excluding federal holidays).

Grants.gov: https://www.grants.gov/
Grants.gov help desk: support@grants.gov
Grants.gov customer support tutorials and manuals
Grants.gov support line: 1-800-518-GRANTS (4726)

Privacy policy

Information in this notice of funding opportunity is solicited under the authority of the National Foundation on the Arts and Humanities Act of 1965, as amended, 20 U.S.C. 956. The principal purpose for which the information will be used is to process the application. The information may also be used for statistical research, analysis of trends, and Congressional oversight. Failure to provide the information may result in the delay or rejection of the application.

Application completion time

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

Send comments regarding the estimated completion time or any other aspect of this application, including suggestions for reducing the completion time, to grantmanagement@neh.gov, and the Office of Management and Budget, Paperwork Reduction Project (3136-0134), Washington, D.C. 20503. 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.

Application Checklist

☐ **Register your institution or verify its registration with login.gov and the System for Award Management (SAM).** Begin a new registration at least six weeks before the deadline. Read the SAM update and FAQs to learn more about this process.

☐ **Register your institution or verify its registration with Grants.gov.** Applicants must begin a new registration at least two weeks before the deadline.

☐ **Access the application package through Grants.gov Workspace.** The program resource page on NEH's website has a direct link to the package. You can also search Grants.gov for this program. The program resource page has a direct link to the NEH instructions for completing the package.

☐ **Complete the following forms contained in the Grants.gov application package:**

1. Application for Federal Domestic Assistance - Short Organizational

2. Supplementary Cover Sheet for NEH Grant Programs

3. Project/Performance Site Location(s) Form

4. Attachments Form—Attach the application components as described in the Attachment Table, noting the stated order, naming conventions, and page limits.

☐ Complete and submit **your application through Grants.gov Workspace.** NEH **strongly** suggests that you submit your application no later than noon Eastern Time on the day of the deadline. Doing so will leave you time to contact the Grants.gov help desk for support, should you encounter a technical problem of some kind. The Grants.gov help desk is now available seven days a week, twenty-four hours a day (except on federal holidays), at 1-800-518-4726. You can also send an e-mail message to support@grants.gov. For purposes of verification, keep a record of any communication with Grants.gov, including a case number if it is assigned.

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

Timeline

Until December 4, 2019: Contact Division of Research Programs program officers (at 202-606-8200 or editions@neh.gov) with questions and for advice (optional)

October 24, 2019: Institutional applicants that have not registered in Login.gov, the System for Award Management (SAM) and Grants.gov should begin the process by this date

November 21, 2019: All applicants must register (or verify registration) by this date.

December 4, 2019: Applications must be submitted through and validated by Grants.gov by 11:59 PM Eastern Time on this date

March-April 2020: Peer review panels take place

July 2020: Meeting of the National Council on the Humanities, followed by funding decisions

August 2020: Applicants are notified of the funding decisions

September 2020: Institutional grants administrators and project directors of successful applications receive award documents by e-mail from the NEH Office of Grant Management

October 1, 2020: Successful applicants may begin work on their projects as early as this date

September 1, 2021: Successful applicants must begin work on their projects no later than this date