



NATIONAL ENDOWMENT FOR THE HUMANITIES

## **Notice of Funding Opportunity**

### **Funding Opportunity Title: Spotlight on Humanities in Higher Education**

Funding Opportunity Number: 20221102-ASA-ASB

Funding Opportunity Type: New

Federal Assistance Listing Number: 45.162

**Application Deadline: November 2, 2022**

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

Division of Education Programs  
Email: [spotlight@neh.gov](mailto:spotlight@neh.gov)  
Telephone: 202-606-2324  
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 Education Programs is accepting applications for the Spotlight on Humanities in Higher Education program. This program supports the exploration and development of small projects that would benefit underserved populations through the teaching and study of the humanities at small to medium sized institutions of higher education. Eligible applicants include two- and four-year institutions of higher education and nonprofit organizations whose work advances the humanities at these institutions and among their faculty and students.

Funding Opportunity Title	Spotlight on Humanities in Higher Education
Funding Opportunity Number	20221102-ASA-ASB
Federal Assistance Listing Number	45.162
Optional Draft Deadline	September 28, 2022, 11:59 p.m. Eastern Time
Application Deadline	November 2, 2022, 11:59 p.m. Eastern Time
Anticipated Award Announcement	April 2023
Anticipated FY 2023 Funding	Approximately \$1,000,000
Estimated Number and Type of Awards	Approximately 25 grants
Award Amounts	Exploration: up to \$25,000 Development: up to \$60,000
Cost Sharing/Match Required	No
Period of Performance	Exploration: up to one year Development: up to two years  Projects must start between June 1, 2023, and September 1, 2023.
Eligible Applicants	<ul style="list-style-type: none"> <li>• <a href="#">public or private 501(c)(3) accredited institutions of higher education</a></li> <li>• <a href="#">nonprofit organizations recognized as tax-exempt under section 501(c)(3) of the Internal Revenue Code</a> that support humanities faculty and instruction</li> </ul> <p>See <a href="#">C. Eligibility Information</a> for additional information.</p>
Program Resource Page	<a href="https://www.neh.gov/program/spotlight-education-division">https://www.neh.gov/program/spotlight-education-division</a>
Pre-Application Webinar	A pre-recorded webinar will be available on the program resource page by September 6, 2022.  <b>Live Q&amp;A Session:</b> Wednesday, September 14, 2022 at 1:00 p.m. Eastern Time. Click <a href="#">here</a> to participate or call in (audio only): +1 202-600-8430, meeting code 723 023 019#
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# A. Program Description

## 1. Purpose

The Spotlight on Humanities in Higher Education program supports the exploration and development of small projects that would benefit underserved populations through the teaching and study of the humanities. Eligible applicants include small- to medium-size two- and four-year institutions of higher education and nonprofit organizations whose work advances the humanities at these institutions and among their faculty and students. NEH especially welcomes applications from Native American and Indigenous institutions, Historically Black Colleges and Universities, Hispanic-Serving Institutions, Asian American and Native American Pacific Islander-Serving Institutions, Tribal Colleges and Universities, minority-serving institutions, community colleges, rural colleges and universities, schools that have a majority-minority undergraduate enrollment, and those that serve significant numbers of first-generation and nontraditional students.

The program supports activities such as curricular or program development, expert consultations, speakers' series, student research, creation of teaching resources, and community engagement. Projects may benefit students, faculty, the institution or organization, and/or the community. See [Sample projects](#) for examples of potential projects.

The program features a simplified application and streamlined application process.

See [E1. Review Criteria](#) for the criteria NEH will use to evaluate applications under this notice.

## Allowable activities

The Spotlight on Humanities in Higher Education program supports exploration and development activities such as:

- Curriculum and program creation
  - engaging outside consultants to assess humanities needs and create strategies to meet them
  - creating student internship programs or student bridge programs
  - creating a course or set of courses (for example, general education, honors, or capstone courses)
  - creating teaching or professional development materials (course modules, readers, primary document collections, digital collections, etc.)
  - creating materials and practices for distance learning
- Student enrichment
  - supporting faculty to guide student research
  - exploring opportunities for hands-on, place-based, or experiential learning projects
  - exploring, developing, and/or implementing a campus-wide or community program such as a “common read”
  - developing humanities-based student mentorship programs
- Professional development
  - creating shared reading programs focused on humanities teaching or curricula
  - organizing guest speakers' seminars or hosting guest speakers in the humanities for faculty
- Collaboration

- introducing faculty and/or students from partner institutions to humanities teaching practices at the host institution or organization
- working with academic departments, institutions, or nonprofit organizations to create shared resources
- researching, organizing, and developing convenings, such as symposia and conferences
- Community engagement
  - partnering with museums, libraries, or other nonprofit organizations to enhance the teaching and study of the humanities
  - producing humanities programming, such as public lectures or symposia, for students and community members
- Workforce preparation
  - aligning humanities teaching with students' career or professional development needs
  - creating humanities-related experiential learning opportunities

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

## **Funding levels**

You may request support at one of two levels: Exploration or Development. You should apply for the level appropriate to your project. You are not required to receive an Exploration award prior to applying at the Development level.

### **Exploration**

Exploration projects are up to \$25,000 and have a period of performance of up to one year. They support administrators, faculty, community members, and/or humanities nonprofit organizations in planning for a project that would significantly strengthen the teaching of the humanities at colleges or universities. The result of an Exploration award will be a project ready to enter the development stage.

### **Development**

Development projects are up to \$60,000 and have a period of performance of up to two years. They support divisions, departments, programs, and/or humanities nonprofit organizations in advancing a single, well-defined project (or one stage of a larger project) that would significantly enrich humanities teaching and learning at colleges and universities.

## **Sample projects**

- A small community college with a significant Hispanic and nontraditional student population could use an Exploration-level award to convene a group of business and community leaders to identify ways to connect the college's humanities classes to the community's needs. Outcomes could include plans for students to study the history of the oldest buildings in town and conferences on the cultural and religious heritage of new immigrant populations.
- A liberal arts college could use an Exploration-level award to determine how best to provide research opportunities for its advanced undergraduates, most of whom are first-generation college students. Humanities faculty would convene monthly to brainstorm ideas. They would learn about similar programs from colleagues in STEM fields; meet with representatives from the campus library; and discuss with the career services office how students might leverage research experience on their résumés. Outcomes could

include an assignment framework that faculty in different disciplines could adapt and preliminary steps towards an interdisciplinary capstone course.

- A nonprofit educational organization could use a Development-level award to hold a three-day workshop addressing the needs of humanities teachers at Indigenous-serving institutions. Participants would include faculty from several Tribal Colleges and Universities, and a community college and a small public college with significant Indigenous student populations. The workshop would help faculty recognize how their institutions might more meaningfully connect their research and teaching to the histories and traditions of local communities, where most students seek employment. Outcomes could include plans for the organization to sponsor collaborative public presentations about Native traditions and cultures and the integration of community outreach assignments into humanities courses at three of the institutions.
- A Historically Black College wishing to improve its outreach to K-12 teachers in the surrounding area could use a Development-level award to organize humanities-based curricular workshops for in-service teachers. Led by humanities faculty, the workshops would introduce experienced teachers to new texts and approaches in the teaching of literature, history, and philosophy. The award could help build relationships between humanities departments and the education school and establish a foundation for future partnerships.
- A small rural, regional college could use a Development-level award to create an open-access reader of primary documents for use in state history classes. Faculty would draw on archives in the state capital and their campus libraries. Grant funds would support faculty time, image acquisition, and a technology platform to host the finished product. Classes on the college's campus and in high schools across the state could use the reader.

## 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 \$25,000 at the Exploration level and up to \$60,000 at the Development level.

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

NEH anticipates awarding approximately \$1,000,000 among an estimated 25 recipients.

NEH will not determine the amount available until Congress makes appropriations for FY 2023. 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 up to one year at the Exploration level and up to two years at the Development level. Your project must start between June 1, 2023, and September 1, 2023.

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

## **C. Eligibility Information**

### **1. Eligible Applicants**

To be eligible under this notice, your institution must be established in the United States or its jurisdictions as either:

- a [public or private 501\(c\)\(3\) accredited institutions of higher education](#)
- a [nonprofit organization recognized as tax-exempt under section 501\(c\)\(3\) of the Internal Revenue Code](#) that support humanities faculty and instruction

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.

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.

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](#).

## 3. Other Eligibility Information

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

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

You may revise and resubmit previously rejected applications. Submissions are subject to the application requirements and [review criteria](#) of this 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.

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 [spotlight@neh.gov](mailto:spotlight@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](#).

## **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 20221102-ASA-ASB. There is also a link on the [program resource page](#).

This funding opportunity includes two application packages, which you can find under the “Package” tab. Select the appropriate one based upon your project type (Exploration or Development). Each package includes a series of required and conditionally required forms. You will upload additional application components into the [Attachments Form](#).

Exploration: ASA2022  
Development: ASB2022

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

Contact [spotlight@neh.gov](mailto:spotlight@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](#), [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 limits
<b>Grants.gov forms</b>			
<a href="#">SF-424 Application for Federal Assistance - Short Organizational</a>		Required	
<a href="#">Supplementary Cover Sheet for NEH Grant Programs</a>		Required	
<a href="#">Project/Performance Site(s) Location Form</a>		Required	
<a href="#">Research and Related Budget Attachments Form</a>		Required	
<b>Attachments</b>			
<a href="#">1: Narrative</a>	narrative.pdf	Required	5 pages (mandatory)
<a href="#">2: Work plan</a>	workplan.pdf	Required	
<a href="#">3: Biographies</a>	biographies.pdf	Required	
<a href="#">4: Letter of institutional support</a>	support.pdf	Required	
<a href="#">5: Subrecipient budget(s)</a>	subrecipient.pdf	Conditionally required	
<a href="#">6: Federally negotiated indirect cost rate agreement</a>	agreement.pdf	Conditionally required	
<a href="#">7: Explanation of delinquent federal debt</a>	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 peer reviewers can understand the proposed project.

You must limit the narrative to **five 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.

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

### Humanities content and activities (aligns with review criteria “[Intellectual quality](#)” and “[Design quality](#)”)

Identify the core humanities topic your project will address. Describe your intended audience, including its estimated size or reach (for example, the number of students, faculty members, stakeholders, partner organizations, etc.). Explain why the topic is important and how your project will improve humanities teaching and learning. Summarize the activities and resources (including texts, if relevant) you will use and explain why you chose them. If you will create supplementary resources for an existing curriculum or program, explain how you will use them in your project. Your humanities project may incorporate engagement with writing and

composition, foreign languages, workforce development, and/or programs of study that lie outside traditional humanities disciplines.

For nonprofit organizations that support humanities education, explain how your project will strengthen the programming and/or humanities work of the academic institutions, students, and/or faculty your organization serves.

**Project personnel (aligns with review criterion “[Design quality](#)”)**

Identify key personnel, including the project director(s), members of the project team, and any external contributors, such as visiting scholars and consultants. Describe their roles and state their qualifications.

**Institutional context and benefit (aligns with review criteria “[Institutional context](#)” and “[Potential benefit](#)”)**

Discuss why this specific funding opportunity is appropriate for your institution or organization and the needs it addresses. Describe the mission of your institution or organization.

Demonstrate its commitment to underserved populations by describing, as relevant, the demographic makeup of your student body, the institutional budget, and the types of curricula and/or programming currently in place. For academic institutions, discuss specific aspects of your institution (such as total student enrollment) that characterize it as small or medium size.

Explain the status of the humanities at your institution or organization and how the proposed project would have a significant impact on it. Describe how the project would enhance existing programs or create new ones; how it would fit into organizational structures or curricular contexts; and how it would benefit students and faculty. If relevant, explain how humanities resources (libraries, archives, museums, digital materials, publications, conferences, etc.) would support the project.

If you plan to collaborate with other institutions, organizations, or community and affiliated partners, describe their roles, contributions, and any prior collaboration(s).

<b>Narrative Alignment</b>	
Each section of the narrative aligns with corresponding review criteria. Use the crosswalk to ensure you address all criteria.	
<b><a href="#">Narrative Section</a></b>	<b><a href="#">Review Criteria</a></b>
<a href="#">Humanities content and activities</a>	“ <a href="#">Intellectual quality</a> ” and “ <a href="#">Design quality</a> ”
<a href="#">Project personnel</a>	“ <a href="#">Design quality</a> ”
<a href="#">Institutional context and benefit</a>	“ <a href="#">Institutional context</a> ” and “ <a href="#">Potential benefit</a> ”

**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.

The form indicates required fields in yellow. Round all costs to the nearest whole dollar. The inclusion of a cost category on the Research and Related Budget does not necessarily mean that an expense is allowable. See [D6. Funding Restrictions](#) to ensure that proposed costs are allowable.

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 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**

For all post-doctoral associates, graduate students, and undergraduate students, individually list names, roles, associated months, and requested salary and fringe benefits in your budget justification. As a matter of programmatic policy, tuition remission is not allowable in the Spotlight on Humanities in Higher Education program.

### **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

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

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

Per [2 CFR § 200.322](#), you should preference goods, products, and materials produced in the United States purchased or acquired under a federal award. If your application is selected for funding, you must include the requirements of this section in all subawards, contracts, and purchase orders for work or products.

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

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

The form will calculate total equipment costs.

### D. Travel

Enter the total funds you are requesting for both domestic travel (local and long-distance) and foreign travel (including travel to Canada and Mexico). 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 unless the purpose of attending is to disseminate project-related findings.

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

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

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

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

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

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](#).

#### **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. 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 your budget includes subawards, you must submit a separate Research and Related budget and budget justification for each. See [Attachment 5: Subrecipient Budget\(s\)](#).

If a subrecipient claims indirect costs, include its federally negotiated indirect cost rate agreement in [Attachment 6: 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.

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 6: 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.

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 key personnel or employee(s) working on the project (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 5: Subrecipient budget\(s\)](#).

### 6. Equipment or Facility Rental/User Fees

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

### 7. Alterations and Renovations

Leave blank.

## 8. Other Costs

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

## H. Indirect Costs

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**

Enter the amount requested under “Outright Funds.” Do not enter anything under “Federal Match” or “Cost Sharing.”

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."

### **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](#). 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. Name the file workplan.pdf.

## **Attachment 3: Biographies (required)**

Provide a brief biography or short résumé for the project director and other key personnel. The résumés or biographies should convey each individual's qualifications to fulfill their responsibilities on the project. Name the file biographies.pdf.

## **Attachment 4: Letter of institutional support (required)**

Provide a letter demonstrating institutional or organizational support for the project and explaining its significance within the institution's curriculum from a member of the leadership at your institution or organization, such as the president, a provost, dean, or executive director.

You may also include additional letters from community, organizational, or institutional partners, if they are relevant to the project.

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

Name the file support.pdf.

## **Attachment 5: 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](#) or they may use the de minimis rate.

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

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

Name the file subrecipient.pdf.

### **Attachment 6: 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 7: 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.

## **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](#).

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

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

## **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**

Program officers will review draft application materials submitted by September 28, 2022 at 11:59 p.m. Eastern Time. Program officers will not review late drafts.

You do not need to have a fully developed program idea or near complete application to submit materials for review and feedback.

This optional review is not part of the formal selection process and has no bearing on the final funding decision. However, previous applicants have found it useful to strengthen their applications. If you choose to submit a draft, send it as an attachment to [spotlight@neh.gov](mailto:spotlight@neh.gov).

## Applications

The deadline for applications under this notice is November 2, 2022, at 11:59 p.m. Eastern Time.

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

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 ASA- or ASB-. 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

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

- projects centered on pedagogical theory and strategies, or research on educational methods, tests, or measurements
- the cost of replacement teachers or compensation for faculty members or organizational staff performing their regular duties
- the rental of recreational facilities and costs related to social events such as banquets, receptions, food, and entertainment
- tuition fees for participants (tuition remission)
- individual research
- work undertaken in pursuit of an academic degree
- the cost of travel associated with scholarly research unrelated to the project
- 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:

#### **Intellectual quality (aligns with narrative section “[Humanities content and activities](#)”)**

The extent to which the proposal:

- centers on a significant topic for humanities education by drawing on sound humanities research or scholarship, or by building on previous humanities work related to the project
- aligns the core humanities topic with its intended audience
- effectively addresses issues pertinent to humanities teaching and learning in a manner that is clear, free of jargon, and accessible to nonspecialists
- integrates humanities concepts, methods, and content into course or program activities or resources
- *for nonprofit organizations that support humanities teaching and learning:* demonstrates how the organization’s project will satisfy the above criteria

#### **Design quality (aligns with narrative sections “[Humanities content and activities](#)” and “[Project personnel](#)”)**

The extent to which the proposal:

- provides evidence of well-planned activities described in adequate detail
- includes personnel qualified to carry out their responsibilities
- provides a reasonable budget suitable to the project’s scope

#### **Institutional context (aligns with narrative section “[Institutional context and benefit](#)”)**

The extent to which the proposal:

- explains the appropriateness of the Spotlight on Humanities in Higher Education program for the institution or organization and the needs it addresses
- demonstrates the status of the academic institution as small or medium size
- identifies the communities and/or students that the institution or organization serves and demonstrates a commitment to benefiting underserved populations

#### **Potential benefit (aligns with narrative section “[Institutional context and benefit](#)”)**

The extent to which the proposal:

- demonstrates that the project would strengthen humanities teaching and learning at one or more institutions of higher learning, their partners, or/and the nonprofit organization(s) that serve(s) them

- demonstrates benefit for students, faculty, the institution or organization, and/or the community

## **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](#), taking into account the program's purpose and intended audience. 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 [spotlight@neh.gov](mailto:spotlight@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](#)).

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 April 2023. This is not an authorization to begin performance or incur related costs.

## **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 April 2023.

### **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 7: 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 you must include 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.

## 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.

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



## G. Agency Contacts

If you have questions about the program, contact:

Division of Education Programs  
National Endowment for the Humanities  
400 Seventh Street, SW  
Washington, DC 20506  
202-606-2324  
[spotlight@neh.gov](mailto:spotlight@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](mailto: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, contact the Federal Service Desk, Monday – Friday, 8:00 a.m. to 8:00 p.m. Eastern Time, at:

### [Federal Service Desk](#)

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

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

### [Grants.gov Applicant Support](#)

Telephone: 1-800-518-4726  
International Calls: +1-606-545-5035  
[support@grants.gov](mailto:support@grants.gov)

Always obtain a case number when calling for support.

## H. Other Information

### Related funding opportunities

The [Humanities Initiatives](#) programs offered by the Division of Education Programs support projects that strengthen the teaching and study of the humanities at institutions of higher education by developing new humanities programs, resources (including those in digital format), or courses, or by enhancing existing ones. Humanities Initiatives encompasses five distinct programs, including separate competitions for [Tribal Colleges and Universities](#), [Community Colleges](#), [Historically Black Colleges and Universities](#), and [Hispanic-Serving Institutions](#). Other institutions may apply through the [Colleges and Universities](#) program.

The [Humanities Connections](#) program offered by the Division of Education Programs seeks to expand the role of the humanities in undergraduate education at two- and four-year institutions. Awards support innovative curricular approaches that foster partnerships among humanities faculty and their counterparts in the social and natural sciences and in pre-service or professional programs (such as business, engineering, health sciences, law, computer science, and other technology-driven fields), in order to encourage and develop new integrative learning opportunities for students.

[Preservation Assistance Grants](#), offered by the Division of Preservation and Access, help small and mid-sized institutions—such as libraries, museums, historical societies, archival repositories, cultural organizations, town and county records offices, and colleges and universities—improve their ability to preserve and care for their significant humanities collections. These may include special collections of books and journals, archives and manuscripts, prints and photographs, moving images, sound recordings, architectural and cartographic records, decorative and fine art objects, textiles, archaeological and ethnographic artifacts, furniture, historical objects, and digital materials. The program encourages applications from small and mid-sized institutions that have never received an NEH grant; community colleges, Hispanic-Serving Institutions, Historically Black Colleges and Universities, and Tribal Colleges and Universities; and Native American tribes and Native Alaskan and Native Hawaiian organizations with significant humanities collections. Furthermore, organizations or collections that represent the contributions of under-represented communities are highly encouraged.

The Division of Research Programs offers several programs to support individual humanities research, including [Fellowships](#) and [Summer Stipends](#). The Awards for Faculty programs offer more flexible fellowships to those employed at [Historically Black Colleges and Universities](#), [Hispanic Serving Institutions](#), and [Tribal Colleges and Universities](#).

## **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](mailto: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.