



NATIONAL ENDOWMENT FOR THE  
**Humanities**

OFFICE OF **DIGITAL HUMANITIES**

# **INSTITUTES FOR ADVANCED TOPICS IN THE DIGITAL HUMANITIES**

**Deadline:** March 26, 2019 (for projects beginning October 1, 2019)

Catalog of Federal Domestic Assistance (CFDA) Number: 45.169

Funding Opportunity Number: 20190326-HT

If after reading this document you have questions about this grant program, contact the staff of NEH's Office of Digital Humanities at [odh@neh.gov](mailto:odh@neh.gov). Applicants wishing to speak to a staff member by telephone should provide in an e-mail message a telephone number and a preferred time to call. Applicants who are deaf or hard of hearing can contact NEH via Federal Relay (TTY users) at 800-877-8399.

## Contents

I. Program Description .....	3
Special encouragement in recognition of and preparation for the 250th anniversary of American independence .....	6
Standing Together .....	6
Protecting our cultural heritage .....	6
Providing access to NEH-funded products.....	6
Award information .....	7
Cost sharing.....	7
Eligibility .....	7
II. Preparing and Organizing your Application .....	8
Resources for preparing a strong application .....	8
Review criteria .....	8
Application elements.....	9
III. Submitting your Application .....	15
Deadlines for submitting optional draft proposals and applications.....	16
IV. What Happens After the Submission of an Application .....	17
Review and selection process .....	17
Information for all applicants and for successful applicants.....	17
V. Additional Information .....	18
Contact information for the program and Grants.gov .....	18
Privacy policy .....	18
Application completion time.....	18
APPLICATION CHECKLIST .....	19
TIMELINE .....	20

## I. Program Description

The Institutes for Advanced Topics in the Digital Humanities (IATDH) program supports national or regional (multistate) training programs for scholars, humanities professionals, and advanced graduate students to broaden and extend their knowledge of digital humanities. Through this program NEH seeks to increase the number of humanities scholars and practitioners using digital technology in their research and to broadly disseminate knowledge about advanced technology tools and methodologies relevant to the humanities.

Applicants may apply to create institutes that are a single opportunity or are offered multiple times to different audiences. Institutes may be as short as a few days and held at multiple locations or as long as six weeks at a single site; virtual institutes are also permissible. Training opportunities could be offered before or after regularly occurring scholarly meetings, during the summer months, or during appropriate times of the academic year. The duration of a program should allow for full and thorough treatment of the topic; it should also be appropriate for the intended audience.

These professional development programs may focus on a particular computational method, such as network or spatial analysis. They may also target the needs of a particular humanities discipline or audience.

Today, digital resources and other complex data—their form, manipulation, and interpretation—are as important to humanities study as more traditional research materials. Datasets, for example, may represent digitized historical records, high-quality image data, or even multimedia collections, all of which are increasing in number due to the availability and affordability of mass data storage devices and international initiatives to create digital content. Moreover, extensive networking capabilities, sophisticated analytical tools, and new collaboration platforms are simultaneously providing and improving interactive access to and analysis of the data as well as a multitude of other resources.

With advances like these in mind, the IATDH program aims

- to bring together humanities scholars and digital technology specialists from different disciplines to share ideas and methods that advance humanities research and teaching through the use of digital technologies;
- to encourage reflection on, and the interpretation and analysis of, new digital media, multimedia, and text-based computing technologies, as well as the integration of these into humanities scholarship and teaching;
- to build inclusive communities of inquiry and contribute to the intellectual vitality and professional development of participants;
- to teach current and future generations of humanities scholars to design, develop, and use digital tools and environments for scholarship; and

- to devise new and creative uses for technology that offer valuable models that can be applied specifically to research in the humanities and to allow those methodologies and approaches to be shared with humanities scholars and teachers.

This program is designed to bring together humanities scholars, advanced graduate students, librarians, archivists, museum staff, computer scientists, information specialists, and others to learn about new tools, approaches, and technologies, and to foster relationships for future collaborations in the humanities. NEH strongly encourages applicants to develop proposals for multidisciplinary teams of collaborators that will offer the necessary range of intellectual, technical, and practical expertise. Partners and collaborators may be drawn from the private and public sectors and may include appropriate specialists from within and outside the United States. Institutes must be held at a location in the United States.

NEH particularly encourages projects that seek to introduce digital humanities topics to scholars who lack digital expertise or lack resources and capacity in their home institutions.

Institutes for Advanced Topics in the Digital Humanities may be hosted by colleges, universities, learned societies, centers for advanced study, libraries or other repositories, and cultural or professional organizations. The host site(s) must be appropriate for the project, providing facilities for scholarship and collegial interaction. Projects that will be held more than once and at different locations are permissible.

Applicants may also consider working with the [National Library of Medicine](#) at the National Institutes of Health, and the [LC Labs](#) at the Library of Congress. All projects that seek to collaborate with one of these institutions must consult with their staff before submitting an application to the IATDH program. Such applications must include a letter of commitment from an appropriate representative of the collaborating agency. If you are interested in working with the Library of Congress Labs at the Library of Congress, please contact Abbey Potter, Senior Innovation Specialist in the Digital Strategy Office, at [abp@loc.gov](mailto:abp@loc.gov). If you are interested in working with the National Library of Medicine at the National Institutes of Health, please contact Jeffrey Reznick, Ph.D., History of Medicine Division, National Library of Medicine, at [jeffrey.reznick@nih.gov](mailto:jeffrey.reznick@nih.gov). Please note that the application budget may not include costs to support federal agencies or employees (for example, fees paid to or travel expenses supported for Library of Congress or NIH staff).

The IATDH 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](#).

Possible topics and areas that institutes might address include but are not limited to

- digital scholarly communication and publishing;
- advanced geospatial applications;
- textual image or sound analysis;
- immersive and virtual environment design for humanities research, or for computer gaming or simulations as applied to the humanities;

- information aesthetics and approaches to visualizations of humanities topics and research;
- innovative approaches for engaging public audiences with digital humanities;
- high-performance computing or supercomputing applicable for humanities research and teaching;
- linked open data and its applications to humanities research and teaching; and
- analysis of and research on the impact of digital media and culture on society.

Institutes for Advanced Topics in the Digital Humanities grants may not be used for

- digitization of collections;
- support for workshops solely on routine computer applications (for example, training in HTML mark-up) from which little new knowledge about techniques or approaches in the digital humanities will emerge;
- the development and presentation of courses or programs that focus on the skills and knowledge required to preserve, digitize, or catalog humanities collections, such as training in digital scanning;
- graduate programs in the digital humanities;
- programs that are not regional (multistate) or national in scope;
- 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; or
- projects that fall outside of the humanities; the creation or performance of art; creative writing, autobiographies, memoirs, and creative nonfiction; and empirically based social science research or policy studies.

Applications seeking support for training programs on the care and management of—and the creation of intellectual access to—library, archival, and material culture collections, including digital preservation programs, should apply to the [Education and Training Grants program](#) of the NEH Division of Preservation and Access.

Applicants seeking support for conferences on topics of major importance in the humanities that will benefit ongoing research should apply to the [Collaborative Research program](#) of the NEH Division of Research Programs.

## Special encouragement in recognition of and preparation for the 250th anniversary of American independence

Americans will celebrate the 250<sup>th</sup> anniversary of our nation in 2026. The anniversary of American independence provides an important opportunity to look back at the nation's founding and the past two and a half centuries of American history. What began as a conflict between the thirteen colonies and Great Britain culminated in the creation of what would become the world's oldest constitutional democracy. As we approach the 250<sup>th</sup> anniversary, NEH is offering a special encouragement to applicants to the IATDH program to consider the impact—both immediate and long term—of the momentous events of 1776.

We especially invite applications that explore the role of the Declaration of Independence and other foundational documents in the making of U.S. history. In addition, we would welcome applications that explore the experiences of states and communities beyond the original colonies in joining the nation, since they have their own stories of becoming part of the United States. We also invite applications examining the stories and contributions of under-represented communities in our nation's history.

## 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](#).

In addition, NEH especially encourages projects that include Native American organizations and communities as lead applicants and project partners.

All applications will be given equal consideration in accordance with the program's evaluation 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 and easy access to the wide range of NEH-funded products. For the IATDH program, such products may include digital curricula, websites, and the like. All other considerations being equal, NEH gives preference to projects that provide the public with free access to curricular and learning materials and other products. Detailed guidance on access and dissemination matters can be found in the discussion of "Impact and evaluation" in the instructions for preparing the narrative.

NEH grantees 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* [here](#) (PDF).

## Award information

The period of performance ranges from one to three years. Awards provide up to \$250,000 in outright funds. Successful applicants will be awarded a grant in outright funds (funds that are not contingent on additional fund raising).

## 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.

## Eligibility

U.S. nonprofit organizations with 501(c)(3) tax-exempt status, state and local governmental agencies, and federally recognized Native American tribal governments are eligible to apply. Eligible organizations include institutions of higher education.

There is no limit to the number of IATDH applications that an eligible applicant may submit. Individuals and foreign and for-profit entities are not eligible to apply.

Applications must be complete, must observe the specified page limits, and must be received and validated by Grants.gov under the correct funding opportunity number by the application deadline to be considered under this notice.

Project directors and co-directors may submit only one application to this program per deadline. Degree candidates may not be project directors or co-directors. Degree candidates may, however, serve in other project roles. Individuals may be listed as participants in more than one IATDH application per deadline.

When two or more institutions or organizations collaborate on a project, one of them must serve as the lead applicant and administer the grant on behalf of the others. If funded, the lead applicant will be programmatically, fiscally, and legally responsible for the award.

NEH generally does not award grants 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 grant funds from, or sites and materials controlled by, other federal entities in their projects.

Late, incomplete, or ineligible applications will not be reviewed.

## II. Preparing and Organizing your Application

### Resources for preparing a strong application

To prepare a strong application, applicants are encouraged to take the following steps:

- read these **guidelines** carefully, noting what information needs to be provided in the application;
- review the **sample narratives**, which are available on the [program resource page](#);
- consult the program's **review criteria**, which are listed immediately below;
- read the **Frequently Asked Questions**, which are available on the [program resource page](#);
- contact the **program staff** (at [odh@neh.gov](mailto:odh@neh.gov)) to discuss your project and raise any questions you may have about the application; and
- submit an optional **draft proposal by February 26, 2019**, to which program staff will respond with suggestions and advice.

Previous IATDH award recipients must substantially update their proposals and include a description of the new activities and a justification of the new budget; they must also provide as an appendix the participant evaluations from their most recently funded IATDH project. Such applicants must also describe how the previously funded project met its goals.

### Review criteria

Applicants should read the program's evaluation criteria (listed below) and ensure that their applications respond to them.

- the intellectual significance of the professional development opportunity for research and teaching in the humanities;
- the quality of the conception, definition, organization, and description of the program and the applicant's clarity of expression;
- the soundness of the program's methodology and work plan, as well as the appropriateness of the digital technology being studied at the institute;
- the regional or national reach of the program, as demonstrated by the likely impact upon the participants, and the likely broader impact of the institute curriculum and other program-related products;



- the professional training and experience of the staff in relation to the activity for which support is requested;
- for projects that propose an online training component, the experience of the staff in providing online training as well as the appropriateness of the proposed online training platform; and
- the appropriateness of the project's budget, in view of the project's design and likely results.

We encourage all applicants to contact program officers before they submit a proposal. Program officers can offer advice about preparing the proposal and the review process. Program officers can also review draft proposals, which are optional. Program officers' comments on draft proposals are not part of the formal review process and have no bearing on the final outcome of the proposal, but previous applicants have found them helpful in strengthening their applications.

Program staff recommends that draft proposals be submitted no later than February 26, 2019. Time constraints may prevent staff from reviewing draft proposals submitted after that date. Draft proposals should be submitted by e-mail attachment to [odh@neh.gov](mailto:odh@neh.gov).

## Application elements

### SF-424 Application for Federal Domestic Assistance – Short Organizational

In section 6.a of the SF-424 Application for Federal Assistance – Short Organizational (part of the Grants.gov application package), include a project title not to exceed 125 characters (including spaces and punctuation). You can find information about this form in the instructions for submitting an application to Grants.gov. To access the instructions, go to the [program resource page](#) and click on the down arrow across from the words “Step 2.”

Successful proposals 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. You can find guidance for creating a good title in the Frequently Asked Questions document, which is available on the [program resource page](#).

Provide a one-paragraph description (up to one thousand characters, including spaces) written for a nonspecialist audience, clearly explaining the project's principal activities and its expected results. In the SF-424 form you should place the paragraph in section 6.B, Project Description. Do not attach the description to the Attachments Form, a form that is also explained in the instructions for submitting an application to Grants.gov.

In addition to the SF-424 Short Organizational form, your application should consist of the following parts.

**1. Table of contents**

List all parts of the application and, beginning with the narrative, number all pages consecutively.

**2. List of participants**

On a separate page, list all project staff and visiting faculty and their institutional affiliations, if any. Clearly identify the project director and any co-directors. The names on this list should match the names mentioned in the “Staff, faculty, and consultants” section of the project’s narrative description. The list is used to ensure that prospective reviewers have no conflict of interest with the proposals that they will evaluate.

**3. Narrative**

Limit the narrative to ten single-spaced pages. All pages should have one-inch margins, and the font size should be no smaller than eleven point. Use appendices to provide supplementary material.

Do not assume specialized knowledge; avoid jargon. The narrative should clearly define technical terms so that they are comprehensible to a nonspecialist audience.

Keep the application review criteria (which appear above, near the start of Section II of these guidelines) in mind when writing the narrative, which consists of the following sections:

○ **Significance**

Describe for a general audience the project’s intellectual significance for the humanities.

Discuss the national or regional needs that this program will serve. This discussion should include the program’s intended audience, its potential impact on digital humanities practices, and the ultimate audience that will benefit from the work of the institute. Describe how this program relates to others of a similar nature that currently exist or have been conducted in the past. (Be sure to consult the [white papers from past NEH-funded institutes](#).) Clarify the degree to which this program will build on past work or break new ground.

- **Institutional profile**

Provide general information about the applicant institution or organization and explain the chosen venues. Describe any special facilities—such as laboratories, humanities centers, libraries, or collections—that will be made available to participants. If a component of the proposed project will be residential, discuss provisions for housing. If a component of the proposed project will be virtual, describe the learning platform and other technical requirements needed to facilitate the teaching and learning environment.

- **Curriculum and work plan**

Thoroughly describe the curriculum's design and content; explain how the curriculum will achieve the project's stated goals. Summarize discussion topics and presentations, include assigned and recommended readings, and identify other resources and materials to be used. Indicate the requirements for attendance; the time, location, duration, and structure of the program; and the facilities required. (Include a detailed work plan and schedule in an appendix.)

Give careful consideration to the proposed dates of the institute as related to your targeted participants, taking into account the variety of academic and professional schedules across the country.

- **Participants**

Describe how participants for the institute will be chosen. Discuss the procedures for ensuring a robust and inclusive applicant pool. If some or all of the applicants will be preselected, describe the application process and justify this approach. Briefly describe the steps you will take to ensure that the institute will be accessible to individuals with disabilities. Explain how the curriculum and duration of the program reflect the subjects taught and the educational needs or levels of the attendees.

Project directors of previously funded Institutes for Advanced Topics in the Digital Humanities must include in their applications

1. the number of applications received and number of participants selected for their most recently offered project;
2. copies of all participants' evaluations of the most recently offered project (in an appendix); and
3. an explanation of how their experience as directors has shaped the project currently being proposed. This explanation may be woven into the narrative description or included in an appendix.

- **Impact and evaluation**

Discuss the program's intended results, their impact on digital humanities scholarship or teaching, and any plans for wider dissemination. Describe any plans (including listservs, channels, websites, or forums) to facilitate discussion and collaboration among participants after the initial learning opportunity. Explain any plans for making the institute curriculum available to an audience beyond the institute participants (for example, through audio or video recordings of institute activities). Describe the evaluation strategy for the program (before, during, and after it takes place), and how it will involve and respond to the participants and the participating organizations.

Successful applicants will be expected to create a "lessons learned" white paper. This white paper should document the project, so that others can benefit from the recipients' experience. This white paper will be posted on the NEH website. Authors/hosting organizations will be encouraged to broadly disseminate the white paper among their peers.

- **Staff, faculty, and consultants**

Using short paragraphs, identify the principal faculty, visiting lecturers, master teachers, and support staff and describe their roles, responsibilities, and qualifications. Include in an appendix letters of commitment and brief (two-page) résumés from staff with major responsibilities for the project's design and implementation. Applicants proposing projects with virtual components should describe the team members' experience with designing and delivering online learning.

#### 4. **Budget**

Using the instructions and the sample budget, complete the budget form (MS Excel format) or a format of your own that includes all the required information. (You can find links to the budget instructions, sample budget, and budget form on the [program resource page](#).) Submit your budget in a font of at least eleven points. The budget must be free of mathematical errors. While all items should be justified by the narrative, you may include further explanation in brief budget notes appended to the budget.

**All project directors are required to attend a one-day meeting with all Office of Digital Humanities Project directors at the NEH offices in Washington, D.C. during the winter of 2020. Project directors should accordingly include in the "Travel" section of the budget adequate funds to send the project director or a co-director to the meeting.**

In the budget, include participant support costs (if any). You may provide participant stipends that will cover costs travel, lodging, and per diem. Alternatively, you may cover the participants' travel and per diem costs. Calculate per diem amounts for meals and lodging using written institutional policy. In the budget notes, explain your rationale for

covering participants' costs related to the institute. Include participant stipends (if any) in the "Other Costs" section of the budget. As a reminder and per 2 CFR §200.75, participant support costs means direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with conferences or training projects.

Stipends should be commensurate with the time commitment expected of the participants.

Project directors are generally compensated for the time required to oversee all arrangements, recruit and select the participants, and conduct the active portion of the project.

NEH funds may be used to pay honoraria to and travel and per diem costs for visiting faculty and other consultants.

Refreshments, as well as lunch, may be offered to participants attending day-long institute activities, provided that such costs are reasonable and that per diem rates are adjusted accordingly. **Please note that the cost of receptions and other social or entertainment activities is not allowable and may not be included in the budget.**

For any outsourced work, third-party subaward and contractor costs should be included in the budget category "Subawards." Attach a complete itemization of these costs to the budget form. If there is more than one subrecipient or contractor, each one must be listed on the budget form and the costs itemized separately.

Permanent equipment may be purchased for a project if an analysis demonstrates that purchasing is more economical and practical than leasing. Permanent equipment is defined as nonexpendable personal property costing \$5,000 or more and having a useful life of more than one year. (Also see [2 CFR §§200.313 Equipment](#) and [439 Equipment and other capital expenditures](#).)

Consistent with Executive Order 13788 ("Buy American and Hire American"), grantees and subrecipients who purchase equipment and products with grant funds should purchase only American-made equipment and products.

For applicants seeking reimbursement for indirect costs: Please review carefully 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 not 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.

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.

## 5. Appendices

Use appendices to provide

- a detailed work plan for the planning and implementation of all institute activities, and an institute schedule;
- a course outline;
- brief (two-page) résumés for staff with major responsibilities for the project's implementation;
- job descriptions for any additional staff who will be hired specifically to work on the project;

- letters of commitment from outside instructors and cooperating institutions;
- for project directors of previously funded Institutes for Advanced Topics in the Digital Humanities, copies of all participants' evaluations of the most recently offered project; and
- for project directors of previously funded Institutes for Advanced Topics in the Digital Humanities, an explanation of how their experience as directors has shaped the project currently being proposed (unless this explanation is included in the narrative).

#### **6. Federally negotiated indirect-cost rate agreement (if applicable)**

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

### 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 (DUNS) 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 DUNS 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 DUNS number and an active SAM registration must then 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 your organization has already registered with Grants.gov, you must verify that your registration is still active and that your 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](mailto:support@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](#).

**Be sure to read the [document](#) (PDF) that explains how to 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.**

## Deadlines for submitting optional draft proposals and applications

Program staff recommends that prospective applicants submit draft proposals, which are optional, no later than February 26, 2019. Time constraints may prevent staff from reviewing draft proposals submitted after that date.

**Applications must be received and validated by Grants.gov by 11:59 p.m. (Eastern Time) on March 26, 2019.** Grants.gov will date- and time-stamp your application after it is fully uploaded. **Applications submitted after that date will not be accepted.**

The application submitted to Grants.gov must contain all the required elements, including résumés of advising scholars and letters of commitment. No material missing from the Grants.gov submission may be submitted in hard copy after the deadline.



## 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. More details about NEH's review process are available [here](#).

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](#). (See below the next heading for more information about the Office of Management and Budget's Administrative Requirements, which NEH has implemented.) 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 2019. Institutional grants administrators and project directors of successful applications will receive award documents by e-mail in September 2019 from the NEH Office of Grant Management. 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 in great detail. Applicants may obtain the evaluations of their applications by sending an e-mail message to [odh@neh.gov](mailto:odh@neh.gov).

A white paper is required. This white paper should document the project, including lessons learned and the results of the project evaluation, so that others can benefit. The white paper is due with the final report, no later than ninety days after the end of the period of performance. It will be posted on the NEH website.

In December 2014 NEH adopted 2 CFR Part 200: [Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#). 2 CFR 200 applies to all NEH awards to organizations and is aimed at reducing the administrative burden on award recipients and improving accountability of federal financial assistance for tax payers. NEH will identify in each award document the relevant programmatic terms, conditions, and reporting requirements with which the recipient must comply.

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. You can find details on how to report such allegations and suspicions [here](#).

## V. Additional Information

### Contact information for the program and Grants.gov

If you have questions about the program, contact the ODH staff at [odh@neh.gov](mailto:odh@neh.gov). Applicants wishing to speak to a staff member by telephone should provide in an e-mail message a telephone number and a preferred time to call.

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](https://www.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](mailto:support@grants.gov)  
Grants.gov customer support tutorials and manuals:  
<https://www.grants.gov/web/grants/applicants/applicant-training.html>  
Grants.gov support line: 1-800-518-GRANTS (4726)

### Privacy policy

Information in these guidelines is solicited under the authority of the National Foundation on the Arts and Humanities Act of 1965, as amended, 20 U.S.C. 956 *et seq.* 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 the average time to complete this application is fifteen hours per response. This estimate includes time for reviewing instructions, researching, gathering, and maintaining the information needed, and completing and reviewing the application.

Please 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 Guidelines Officer at [guidelines@neh.gov](mailto:guidelines@neh.gov); the Office of Publications, National Endowment for the Humanities, Washington, D.C. 20506; 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 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.** 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 (in which you must include in the Project Information field a one-paragraph description—up to one thousand characters, including spaces—written for a nonspecialist audience, clearly explaining the project’s principal activities and its expected results)
  2. Supplementary Cover Sheet for NEH Grant Programs
  3. Project/Performance Site Location(s) Form
  4. Attachments Form—Using this form, attach the parts of your application as described in the guidelines:
    - ATTACHMENT 1: Table of contents (name the file “contents.pdf”)
    - ATTACHMENT 2: List of project staff and visiting faculty (name the file “staff.pdf”)
    - ATTACHMENT 3: Narrative (name the file “narrative.pdf”)
    - ATTACHMENT 4: Budget (name the file “budget.pdf”)
    - ATTACHMENT 5: Appendices (name the file “appendices.pdf”)
    - ATTACHMENT 6: Federally negotiated indirect-cost rate agreement, if applicable (name the file “agreement.pdf”)

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 at <https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>. 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 and the Budget Narrative Attachment 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.

**Upload your application to Grants.gov.** NEH 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](mailto:support@grants.gov).

**Be sure to read the [document](#) (PDF) that explains how to confirm that you successfully submitted your application to Grants.gov. It is your responsibility as an applicant to confirm that Grants.gov and subsequently NEH have accepted your application.**

## TIMELINE

**Until March 26, 2019:** Contact Office of Digital Humanities program officers (at [odh@neh.gov](mailto:odh@neh.gov)) with questions and for advice (optional)

**February 12, 2019:** Applicants that have not registered in the System for Award Management (SAM) and Grants.gov should begin the process by this date

**February 26, 2019:** Submit draft application by this date (optional)

**March 12, 2019:** Applicants that have registered in SAM and Grants.gov should verify their registrations by this date

**March 26, 2019:** Applications must be submitted through and validated by Grants.gov by 11:59 PM Eastern Time on this date

**May 2019:** Peer review panel takes place

**July 2019:** Meeting of the National Council on the Humanities, followed by funding decisions

**August 2019:** Applicants are notified of the funding decisions

**September 2019:** Institutional grants administrators and project directors of successful applications receive award documents by e-mail from the NEH Office of Grant Management

**October 2019:** Successful applicants begin work on their projects

**January or February 2020:** Project directors' meeting in Washington, DC