



NATIONAL ENDOWMENT FOR THE  
**Humanities**

**DIVISION OF RESEARCH PROGRAMS**

# **COLLABORATIVE RESEARCH GRANTS**

**Deadline:** December 5, 2018 (for projects beginning as early as October 1, 2019, and as late as September 1, 2020). Applicants will be notified of the decision by e-mail by August 31, 2019.

Catalog of Federal Domestic Assistance (CFDA) Number: 45.161

Funding Opportunity Number: 20181205-RZ

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

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## I. Program Description

Debate, exchange of ideas, and working together—all are basic activities that advance humanities knowledge and foster rich scholarship that would not be possible by researchers working on their own. The Collaborative Research grant program encourages collaboration that proposes diverse approaches to topics, incorporates multiple points of view, and explores new avenues of inquiry that lead to publications and other resources for humanities scholars, general audiences, or both.

Collaborative Research grants support groups of two or more scholars engaging in significant and sustained research in the humanities. The program seeks to encourage projects in a single field of study, as well as interdisciplinary work, both within the humanities and beyond. Projects that include partnerships with researchers from the natural and social sciences are encouraged, but they must remain firmly rooted in the humanities and must employ humanistic methods. Collaborators may be drawn from a single institution or several institutions across the United States; up to half of the collaborators may be based outside of the U.S. Partnerships among different sorts of institutions are welcome: for example, research universities might partner with teaching colleges, libraries, museums, or independent research institutions.

Eligible projects must propose tangible and sustainable outcomes such as co-authored or multi-authored books; born-digital publications; themed issues of peer-reviewed journals; and open-access digital resources. All project outcomes must be based on and must convey interpretive humanities research. All award recipients are expected to disseminate the results of their work to scholarly audiences and/or general audiences.

Funding is available for sustained full-time or part-time activities during the period of performance to facilitate collaboration. Funds may be requested to cover, where appropriate, salary replacement; compensation of collaborators, consultants, and research assistants; fringe benefits; and travel, lodging, and per diem costs. Indirect costs can be included. NEH is rarely able to cover the full cost of a project. For that reason, funding from other sources and cost sharing are expected but not required. (See the budget instructions below for additional information.)

Collaborative Research offers three types of awards to address different sorts of projects and stages of development.

### **Type 1: Convening Grants – up to \$50,000**

Convening grants last one year and typically fund conferences and working group meetings to sharpen the chosen research topic and discuss and plan subsequent publication.

### **Type 2: Publication Grants – up to \$250,000 (no more than \$100,000 per year)**

Publication grants last one to three years and support the project toward completion of its publication goals. Publications can appear in traditional print or in digital form. Note that costs paid to publishers and subventions are not supported.

A Type 1 Convening Grant can be used to plan and prepare for a Type 2 Publication Grant in a subsequent year. A Type 1 grant is not, however, a prerequisite for a Type 2 grant. Collaborators who have done their planning and are ready to work toward completion and publication can apply directly for a Type 2 Publication grant.

### **Type 3: Archaeology Grants – up to \$250,000 (no more than \$100,000 per year)**

Archaeology grants last one to three years and support projects that lead to publication. Excavation is not required.

This program is authorized by 20 USC §956 *et seq.* Awards are subject to [2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#).

#### **Providing access to NEH-funded products**

As a taxpayer-supported federal agency, NEH endeavors to make the products of its awards available to the broadest possible audience. Our goal is for scholars, educators, students, and the American public to have ready access to the wide range of NEH-funded products. For projects that lead to the development of digital materials, all other considerations being equal, NEH gives preference to those that provide free access to the public.

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

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

#### **Copyright information**

NEH recipients may copyright any work that is subject to copyright and was developed, or for which ownership was produced, under an award. In accordance with 2 CFR 200.315 (b), NEH reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use the work for federal purposes, and to authorize others to do so.

#### **Previously funded projects**

Applicants whose projects have received NEH support may apply for an award for a new or subsequent stage of that project. Proposals for these projects do not receive special consideration and are judged by the same criteria as others in the competition. They must, however, demonstrate that the projects used previous NEH support productively.

An award from NEH for one stage of a project does not commit NEH to continued support for the project. Applications for each stage of a project are evaluated independently.

## Collaborative Research Grants may not be used for

- projects undertaken by individuals without collaboration;
- education projects that propose the development of curricula, teaching methods or theories, or educational or technical impact assessments;
- professional development or training;
- meetings of professional and scholarly organizations, societies, and institutions;
- planning or putting on exhibitions;
- inventories of collections;
- development of tools, including digital tools, databases, visualizations, or maps, unless they contribute to answering the project's research questions;
- anthologies of previously published materials;
- archaeology field schools;
- the planning or production of documentary films;
- publication subvention or other publication costs;
- promotion of a particular political, religious, or ideological point of view;
- advocacy for a particular program of social or political action;
- support of specific public policies or legislation;
- lobbying; or
- projects that fall outside of the humanities; the creation or performance of art; creative writing, memoirs, and creative nonfiction; and empirically based social science research or policy studies.

Applications for such projects will not be reviewed.

## Other funding opportunities

*Note:* Scholars seeking individual support should apply to the [Public Scholar, Fellowships, NEH-Mellon Fellowships for Digital Publications](#), or [Summer Stipends](#) programs. Applicants who propose to develop digital tools should consult with the NEH Office of Digital Humanities at [odh@neh.gov](mailto:odh@neh.gov). Proposals for editions and translations should be submitted to [Scholarly Editions and Translations](#). Proposals for preparing bibliographies, descriptive catalogs, dictionaries, encyclopedias, databases, or other research tools or reference works should be submitted to the [Humanities Collections and Reference Resources](#) program in the NEH Division of Preservation and Access. Applicants planning exhibitions should apply to the [Public Humanities Projects](#) program in the NEH Division of Public Programs. Applicants planning documentary films should apply to the [Media Projects: Development Grants](#) program or the [Media Projects: Production Grants](#) program in the NEH Division of Public Programs.

Applicants proposing research in the social or behavioral sciences, linguistics, physical anthropology, paleoanthropology, archaeometry, or economics are encouraged to consider the funding programs of the National Science Foundation's Directorate for Social, Behavioral, and Economic Sciences at <http://nsf.gov/dir/index.jsp?org=sbe>.

## Advancing civic education

NEH encourages projects that promote a deeper understanding of American history and culture, as well as projects that advance civic education and knowledge of America's core principles of government.

## Standing Together

NEH invites projects related to its [Standing Together](#) initiative, which encourages projects related to war and military service.

## Protecting our Cultural Heritage

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

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

## Award information

Awards for Convening Grants (Type 1) are made for a period of performance of one year and will not exceed \$50,000. The period of performance for Publication and Archaeology Grants (Types 2 and 3) is one to three years; the total award will not exceed \$100,000 for a one-year project or \$250,000 for a three-year project.

Indirect costs (if applicable) are included in the awarded amount. Successful applicants will be awarded a grant in outright funds, matching funds, or a combination of the two, depending on the applicant's preference and the availability of funds. Federal matching funds are released on a one-to-one basis when an award recipient secures gift funds from eligible nonfederal third parties. (Note that agencies of the federal government are not eligible third parties.)

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

(Learn more about different [types of grant funding](#).)

## Cost sharing

Cost sharing consists of gift money raised from nonfederal third parties to release federal matching funds. Voluntary cost sharing includes cash contributions to a project by the applicant and nonfederal third parties, in-kind contributions (such as donated goods and services), and unrecovered indirect costs. Although voluntary cost sharing is not required, the Collaborative

Research program is rarely able to support the full costs of projects approved for funding. The balance of the costs is to be borne by the applicant's institution or other sources.

## Eligibility

The Collaborative Research program accepts applications from both institutions and U.S. citizens without an institutional affiliation (who may apply as unaffiliated project directors). Note that all projects must include at least one collaborating scholar in addition to the project director, who must be a scholar and not an administrator or press representative.

The following types of applicants are eligible:

- U.S. nonprofit organizations with 501(c)(3) tax-exempt status;
- institutions of higher education;
- state and local governments;
- federally recognized Native American tribal governments; and
- unaffiliated project directors who are U.S. citizens.

The following types of applicants are ineligible:

- other federal agencies;
- for-profit institutions; and
- unaffiliated project directors who are not U.S. citizens.

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 to be considered under this notice.

## Designating project directors and co-directors

- Project directors affiliated with an eligible institution must ordinarily apply through their own institution. If the project can be better hosted by a different U.S. institution, they may apply through that institution. Applicant institutions may, however, designate a project director affiliated with another institution if that person is a leading scholar in a relevant field of study.
- Only U.S. citizens who are adjunct faculty, teaching at foreign universities, or without institutional affiliation may apply as unaffiliated project directors.

- Degree candidates may not be project directors, co-directors, or the only other collaborator. If an individual on the project team is the project director, co-director, or the only other collaborator, and has satisfied all the requirements for a degree and is awaiting its conferral, the application must include as an appendix a letter from the dean of the conferring school attesting to the individual's having completed all degree requirements by the application deadline.
- Project directors and co-directors may submit only one application to either the Collaborative Research or the [Scholarly Editions and Translations](#) program, but not both. They may, however, apply for other NEH awards, including Fellowships and Summer Stipends.
- Project directors and co-directors of funded applications may not hold concurrent full-time awards from the NEH Division of Research Programs—for example an NEH Fellowship.
- NEH must approve any change in the project director(s) and collaborating scholar(s).

NEH generally does not make awards to other federal entities or to applicants whose projects are so closely intertwined with a federal entity that the project takes on characteristics of the federal entity's own authorized activities. This does not preclude applicants from using funds from, or sites and materials controlled by, other federal entities in their projects. Such resources may not, however, be used as gifts to release NEH matching funds.

Late, incomplete, or ineligible applications will not be reviewed. Find answers to your eligibility questions in the Frequently Asked Questions, available on the [program resource page](#).

Note that project **participants** (including the project director) need not be U.S. citizens or U.S. residents, so long as the applicant institution is eligible. However, at least 50 percent of award funds (excluding indirect costs) must be used to support research conducted at U.S.-based institutions, research conducted by citizens of or residents in the U.S., or both.

An institution may submit multiple applications for distinctly different projects. However, any one project director or co-director may direct only one application to either the Collaborative Research program or the Scholarly Editions and Translations program, but not both.

NEH encourages submission of Collaborative Research applications from independent scholars and faculty at Hispanic-Serving Institutions, Historically Black Colleges and Universities, and Tribal Colleges and Universities.



## 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 202-606-8200 or [collaborative@neh.gov](mailto:collaborative@neh.gov)) to discuss your project and raise any questions you may have about the application; and
- submit an optional **draft proposal** (by October 15, 2018), to which program staff will respond with suggestions and advice.

Applicants previously funded by NEH's Collaborative Research program are encouraged to contact the Division of Research staff at 202-606-8200 or [collaborative@neh.gov](mailto:collaborative@neh.gov) before submitting an application.

Applicants whose projects have received NEH support may apply for an award for a new or subsequent stage of that project. These proposals receive no special consideration and will be judged by the same criteria as others in the competition. In addition, such applicants must substantially update their proposals and must include a description of the new activities and a justification of the new budget. Such applicants must also describe how the previously funded project met its goals.

### Review criteria

NEH will use the following criteria to evaluate Collaborative Research applications:

1. **Significance:** The intellectual significance of the project to humanities scholars, general audiences, or both; the merit of the resulting interpretive study and publication; the project's potential to stimulate new research; and its relevance to larger questions in the humanities.
2. **Work Plan and Method:** The clarity and feasibility of the work plan; the clarity of expression in the application; the appropriateness and feasibility of the research methods proposed to answer an explicit set of research questions; the appropriateness of digital and technical methods and services employed in the project; and the project's ability to access the research site or materials.

3. **Collaborators:** The qualifications, expertise, and levels of commitment of the project director and collaborators, and the appropriateness and value of the collaboration for producing significant publications and resources for humanities audiences.
4. **Publication Goals:** The soundness of the publication, dissemination, and access plans, including the strength of the case for employing print, a digital format, or a combination of media; and the sustainability plan for digital projects.
5. **Completion:** The likelihood that the project goals will be completed within the stated time frame; and the reasonableness of the budget in relation to the proposed activities and plan of work. For previously funded applicants, the project's productivity in relation to previous goals and accomplishments.

## Draft proposals

Before applying to the program, applicants are encouraged to contact program officers, who can offer advice about preparing the proposal and review preliminary proposal drafts. Applicants may submit by e-mail ([collaborative@neh.gov](mailto:collaborative@neh.gov)) a draft of their proposal no later than October 15. **Do NOT submit your draft through Grants.gov.** A response cannot be guaranteed if the draft arrives later than October 15. Draft proposals are optional; submitting a draft enables an applicant to receive staff comments about the substance and format of the application. The more complete the draft, the more helpful the response can be. A draft proposal should include the statement of significance and impact, the narrative, and the budget.

Previously unsuccessful applicants are encouraged to submit draft proposals. The project director must include with the draft a cover letter explaining the changes that were made in response to the reviewers' comments on the earlier application.

Staff comments on draft proposals are not part of the formal review process and have no bearing on the final outcome of the application, but previous applicants have found them helpful.

Once NEH has received a formal application, the staff will not comment on its status except with respect to questions of completeness or eligibility. No materials may be added to the application after the deadline.

## Application elements

**SF-424 Application for Federal Domestic Assistance – Short Organizational** (for institutions) or **Application for Federal Assistance 424 – Individual** (for unaffiliated project directors)

Your proposal should include a project title not to exceed 125 characters (including spaces and punctuation). Successful proposals will typically have titles that are descriptive of the project, substantive, and free of specialized language. Applicants should enter the title in section 6.a. of the SF-424 (part of the Grants.gov application package). 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.

In section 6.b. Project Description of the SF-424, provide a one-paragraph abstract (up to one thousand characters, including spaces) written for a nonspecialist audience, describing the project. The abstract must explain the importance of the proposed work and its relations to larger issues in the humanities. Indicate in the abstract the sort of grant for which you are applying (Convening, Publication, or Archaeology). The abstract may but need not be an abridgment of the statement of significance and impact. (See element 2 of the application below.)

See the instructions for submitting your application to Grants.gov, to which this document links, for information about the applicable SF-424 form. Do not attach the abstract to the Attachments Form, a form that is also explained in the instructions for submitting your application to Grants.gov.

Your application must consist of the following parts.

1. **Table of contents** (one page)

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

2. **Statement of significance and impact** (one page)

Provide a project statement written for a nonspecialist audience, stating the significance of the proposed work, its relation to larger issues in the humanities, and the impact of the project results on its intended audience and on future scholarship. State the publication goals and other expected outcomes of the project. Submit the statement of significance and impact (but not the abstract—see above) as attachment 2 of the application.

3. **List of participants** (one page)

Provide a list, in alphabetical order, surnames first, of all collaborators and other participants, designating the project director and if applicable the co-director or co-directors. Include institutional affiliations for all participants. For those not affiliated with a nonprofit educational institution, provide occupation and employer; if none, list city and state of residence. The names on this list must match the names mentioned in the Collaborators section of the project's narrative description. After listing the participants, provide a separate list of advisors (if any). Foreign nationals may participate in the project.

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

<https://www.neh.gov/grants/manage/general-terms-and-conditions-awards-organizations-grants-and-cooperative-agreements-issued-december>.

4. **Narrative** (15- 25 pages)

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

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

Following a brief introduction to the subject, the narrative should focus on the intellectual justification for the project, the research and publication goals, and the work plan to achieve them. Applicants should write their proposals with the review criteria in mind, describing the project's intellectual significance, research questions and method, qualifications of collaborators, publication plan, and a schedule for completing the project—both for the proposed period of performance and the overall life of the project, if it exceeds three years.

Narratives are limited to **twenty-five** double-spaced pages. All pages should have one-inch margins, and the font size must be Times New Roman eleven or twelve point. *Applications with narratives that do not follow this formatting or exceed twenty-five pages will be rejected.* See the appendices section below for instructions on providing supplementary material.

Provide a detailed project description consisting of the following sections.

- *Substance and context* (about five pages)

Provide a clear and concise explanation of the project and its value to humanities scholars and general audiences, where appropriate. Describe the scope of the research and the source materials. Discuss the relationship of the research to other published and ongoing work in the field or the humanities generally, and the major research questions to be addressed. Include a bibliographical essay that situates the project in relation to the existing relevant literature. Include in an appendix a bibliography of relevant primary and secondary sources.

- *History of the project and its productivity* (about three pages)

Provide a history of the project to date, if you have previously been working on this topic or related topics. Explain how the project began and its progress to date. Describe any research or planning that has already been completed, and the resources or research facilities available.

Report on the progress of work that has received NEH support, including work supported by other NEH programs.

If the application requests support for part of a larger project, describe the overall design of the whole project and clearly delineate the specific part intended for NEH funding through this application.

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

Applications submitted for projects that have previously received NEH funding must

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

All applications must

- provide a list of all project products to date, print or digital (if any), with print runs or usage statistics;
- provide an active URL for the project (if there is one); and
- provide an estimated date of completion for the entire project.

Archaeology projects must in addition list their related major field reports, interpretive resources, and web resources.

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

- *Collaborators* (about three pages)
  - Describe the qualifications and responsibilities of the project director and all collaborators who would work on the project during the proposed period of performance (those named in the list of participants), regardless of whether NEH funds are requested to support their participation.
  - Explain what each collaborator would contribute to the project.
  - State anticipated commitments of time, in percentage of time or hours per week for the project director and each collaborator.

- Project directors must devote significant time to sustained work on the project.
  - For collaborators providing scientific and conservation work or other laboratory analysis, explain how their activities are important for achieving the project's goals and answering humanistic questions. Note that funding for such collaborators and experts, technical and scientific services, equipment, supplies, labor, and materials is capped at \$30,000 (excluding indirect costs).
- *Methods and execution* (about seven pages)

**For all applicants:**

Explain how the proposed methodology corresponds to the project's interpretive and publication goals.

State the central research questions and explain how the proposed methods address them.

**For applicants requesting Convening Grants (Type 1):**

Describe the convening event(s) and how it or they contribute(s) to the preparation of the planned publication or resource. Explain why face-to-face meetings are the best format for collaboration and achieving the project's goals. Describe the venue(s); the sponsorship where appropriate; the housing of participants; advertising; the expected audience; and whether attendance is open or by invitation.

List the participants, noting whether they are confirmed or not (see below for the instructions for the Appendices section of the application) and, where appropriate, how they were selected. NEH expects that participants will have diverse points of view, that the conference will be widely advertised, and that a wide variety of scholars will be invited to attend.

Proposals for a convening meeting or meetings or a conference must include

- the URL for the conference or meeting website, if it already exists;
- a list of the titles or topics of papers and the names of their authors and any commentators (provide a draft agenda in an appendix); and
- a discussion of how some portion of the meeting(s) or conference will be opened to the public or members of an intellectual community that is broader than the invited attendees.

**For applicants requesting Publication Grants (Type 2):**

Explain why the collaboration is essential to answer the proposed research questions and topics. Describe how collaboration will take place and the division of labor to produce the planned publication. Discuss any remaining research to be undertaken with and without travel by the collaborators.

Discuss both the media chosen for the final product (print volumes, digital materials, or a combination), and the reasons for this choice. Provide a chapter outline with as much detail as possible or content description of the publication or resource.

**For applicants requesting Archaeology Grants (Type 3):**

- Discuss the appropriateness of the methodology, including a clear, explicit discussion of the links between the project’s interpretive questions, the data, and the methods of collection and analysis.
- Applicants proposing to conduct excavations in the United States must also submit (in the appendices) the following additional information (described more fully in the Appendices section below, and in the [General Terms and Conditions for Awards to Organizations](#)) to comply with the Davis-Bacon Act, the Americans with Disabilities Act (ADA), the Native American Graves Protection and Repatriation Act of 1990, the National Environmental Policy Act (NEPA), and Section 106 of the National Historic Preservation Act (NHPA). Consistent with Executive Order 13788 (“Buy American and Hire American”), grant recipients and subrecipients who purchase equipment and products with NEH funds should purchase only American-made equipment and facilities.
  - A copy of the request submitted to the State Historic Preservation Officer (SHPO) and/or the Tribal Historic Preservation Officer (THPO) for a written determination of the project’s impact, along with all supporting materials, including
    - a description of the project;
    - a map, photograph, archaeological survey, or drawing clearly demarcating the project’s Area of Potential Effects (APE);
    - descriptions of all properties in the APE that are listed in the National Register of Historic Places or might be eligible for listing there;
    - a description of the project’s effects on historic properties;

- an explanation of why the criteria for an adverse effect were found applicable or inapplicable, including any conditions or future actions that might avoid, minimize, or mitigate adverse effects; and
- contact information for the person in the SHPO/THPO office who will be assisting NEH with its review.

**For applicants requesting Publication or Archaeology grants that propose to develop, acquire, preserve, or enhance geospatial data:**

You must conduct a due diligence search at the Data.gov [list of datasets](#) to discover whether the needed geospatial-related data, products, or services already exist. If not, you must produce the proposed geospatial data, products, or services in compliance with applicable proposed guidance posted at <http://www.fgdc.gov>. For further information on this requirement, please see [Article 34 of the General Terms and Conditions for Awards](#).

**For applicants employing digital technology:**

Digital projects must describe the organization and contents of the site on which they would appear, providing screenshots or mock-ups, and URLs whenever possible. Explain the reasons for and advantages of employing digital methods.

Describe the technology to be used (hardware and software) and how it will facilitate the project. Where appropriate, provide information on pertinent technical standards and employing best practices, such as Text Encoding Initiative (TEI)-conformant markup, data management, and digital preservation infrastructure and policies. Describe the digital partners who will participate in the project and their activities. Discuss the methods for enhancing discoverability of the digital resource or content to aid the project's dissemination.

NEH expects that any materials produced in digital form as a result of its awards will be maintained so as to ensure their long-term availability. To that end, describe how the project's digital results will be maintained and supported beyond the period of performance. Provide information on the ability and commitment of the hosting institution to ensure sustained access to collections or digital materials, as well as the project's financial sustainability.

- *Work plan* (about two pages)

The work plan must be consistent with the work described in both the "Collaborators" section of the narrative and the budget.



- Describe what will be accomplished during each three-month period for Convening Grants, or during each six-month period for Publication and Archaeology Grants.
  - Name all collaborators involved in the project during each three- or six-month period and describe their specific tasks for each period, including approximate time commitments in percentages or days.
- *Final product and dissemination* (about three pages)

Convening Grants (Type 1):

Publication is not expected by the end of the period of performance, but the application should describe publication and dissemination goals and timelines. Where appropriate, describe how information about the meetings themselves will be disseminated (for example, through recordings of the sessions or various forms of digital dissemination such as posted papers, podcasts, blogs, and discussion boards).

Publication Grants (Type 2):

Submission to a publisher is expected by the end of the period of performance. Discuss publication arrangements, publicity plans, estimated prices, and user costs for both print and digital publication. Include pertinent correspondence with a print or digital publisher in the appendices. If the project involves materials under copyright, indicate your plans for securing the necessary permission to publish. Any supporting documents must also be included in the appendices.

Archaeology Grants (Type 3):

Publication plans are expected by the end of the period of performance. Provide a list and timetable for the publication of field reports as well as interpretive essays, articles, and books with their prospective authors and publishers. See also the instructions for Publication Grants.

NEH expects award recipients to provide broad access to all NEH-supported products, insofar as the condition of the materials and intellectual property rights allow. For this program, anticipated products include books, articles, edited volumes, and digital publications and resources. NEH strongly encourages projects that offer free public access to digital products and datasets. All other considerations being equal, NEH will give preference to projects that provide free access to materials produced with award funds. NEH does not support costs paid to publishers and does not provide publication subventions.

NEH expects that any materials produced in digital form as a result of its awards will be maintained so as to ensure their long-term availability. To that end, describe how the project's digital results will be maintained and supported beyond the period of performance. Provide information on the ability and commitment of the hosting institution to ensure sustained access to collections or digital materials, as well as the project's financial sustainability. Provide details

on data management and digital preservation infrastructure and policies. Provide usage statistics (if available) for existing open access websites. For sites that do not grant open access, provide the number of subscribers.

## 5. Project budget

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

The *primary* NEH budget form and any subawards in which NEH funds are requested should contain only those expenses that the applicant is asking NEH to support. List the amounts of all other expenses that are voluntarily cost-shared by the applicant or by subrecipients, or funded by other third-party sources on separate, *secondary* spreadsheets. The secondary spreadsheets should account for all project-related expenses included in the “cost-sharing” or “third-party” expenses on the primary NEH budget form. Budget forms and spreadsheets should be labelled to make it clear which is the primary budget form and which are secondary budget forms.

Include all in-hand and anticipated funding and cost sharing (including raising funds from eligible third parties to release federal matching funds, as well as voluntary cost sharing). Enter explanations for any unusual circumstances directly on the form. Project costs that are not detailed or clearly explained as line items on the budget and not listed on any subawards will not be funded.

Note that at least 50 percent of NEH funds, excluding indirect costs, must be used to support research conducted at U.S.-based institutions, research conducted by citizens or residents of the U.S., or both.

Note also that total funding for technical and scientific collaborators and experts, technical and scientific services, equipment, supplies, and materials is capped at \$30,000 (excluding indirect costs).

### **Budget instructions details:**

In addition to the general budget instructions (which are available through a link on the [program resource page](#)), the following are specific instructions about allowable costs for the Collaborative Research program:

#### **1. Salaries and Wages**

Report project activity to be supported as a percentage of time for each year of the project. The percentage of time allocated to the project should match what is stated in the narrative. List here all collaborators employed by the applicant institution, including those performing scientific analysis, rather than as consultants (item 3). Graduate

students may be compensated for their work on the project in compliance with 2 CFR §§200.430 and 466.

Staff costs should include the position title, name (if possible), percent of full time equivalent or total number of hours charged to the project. Indicate in the budget if any individuals will perform multiple, separately budgeted functions.

## **2. Fringe Benefits**

There are no specific instructions beyond those found in the general budget instructions.

## **3. Consultant Fees**

Consultant fees may be requested to cover collaborators not employed by the applicant institution: advisory collaborators, consultation with humanities scholars, native and local consultants, state and local historic preservation advisors, and any other non-technical advisors to be consulted on an ad hoc basis. Funding to pay for all technical and scientific collaborators and experts, technical and scientific services, equipment, supplies, labor, and materials is capped at \$30,000 for the entire project (excluding indirect costs).

## **4. Travel Costs**

Calculate per diem amounts for meals and lodging using written institutional policy (for applicant organizations) or [standard GSA rates](#) (for individual applicants). Foreign travel must comply with [article 10](#) of the [General Terms and Conditions for Awards to Organizations](#). Travel to regularly occurring professional meetings is not supported with NEH funds.

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

## **5. Supplies and Materials**

As noted above, funding to pay for all technical and scientific collaborators and experts, technical and scientific services, equipment, supplies, labor, and materials (budget categories 5, 6, and 7) is capped at \$30,000 for the entire project (excluding indirect costs). The NEH budget should not include computers, peripherals, or laboratory equipment. All other necessary technical or scientific expenses that exceed \$30,000 should be cost-shared or funded by third parties.

## **6. Subawards**

As noted above, funding to pay for all technical and scientific collaborators and experts, technical and scientific services, equipment, supplies, labor, and materials (budget categories 5, 6, and 7) is capped at \$30,000 for the entire project (excluding indirect costs). The costs of project activities to be undertaken by a third-party subrecipient or contractor (rather than a collaborator or consultant) should be included in this category as a single line item charge. A complete itemization of the cost comprising the charge should be provided in an attachment. If there is more than one subrecipient and/or contractor, each must be budgeted separately on the NEH form and must have an attached itemization.

## 7. Other Costs

As noted above, funding for all technical and scientific collaborators and experts, technical and scientific services, equipment, supplies, labor, and materials (budget categories 5, 6, and 7) is capped at \$30,000 (excluding indirect costs). You may include the cost of duplication and printing, long distance telephone calls, equipment rental, postage, and office supplies if the expenses can be directly allocated to the project and are not included as indirect costs. Per [2 CFR §200.432](#), allowable conference costs under Convening Grant applications may include rental of facilities, speakers' fees, costs of meals and refreshments, and other items incidental to such conferences. Conference hosts/sponsors must exercise discretion and judgment in ensuring that conference costs are appropriate, necessary and managed in a manner that minimizes costs to the NEH award. Please note: if incidental food items and/or meals are provided at no charge during meetings, conferences, training, or other events attended while on NEH-supported travel, the per diem charged to the award must be reduced accordingly. Alcoholic beverages are unallowable and may not be included in your budget.

### **Unallowable Expenses:**

Among other unallowable expenses, this program does not support travel to annual professional conferences, receptions, professional development and training, field schools, lab or computer equipment, and publication subventions. Do not include such expenses on the NEH budget.

### **Indirect Costs:**

For institutional applicants only: If the applicant institution is claiming indirect costs and has a current federally negotiated indirect-cost rate agreement, submit a copy of this agreement. Do not attach the agreement to your budget form. Instead you must attach it to the Attachments Form as Attachment 8.

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.

Additional information about indirect costs is available in the main budget instructions document, which you can find on the [program resource page](#).

6. **Appendices** (maximum of 35 pages—except for U.S. archaeology projects)

Use appendices to provide essential supplementary materials. Appendices must not exceed *thirty-five* pages (not counting the information that U.S. archaeology projects must submit to comply with Section 106 of the NHPA). *Applications with appendices exceeding the page limit will be rejected.*

Appendices **must** include the following:

- brief two-page **résumés** for each principal project participant, with mailing addresses and e-mail addresses, and listings of the highest degree earned, the name of the institution awarding the degree, professional positions held, institutional affiliations, and major publications.
- a **bibliography** of relevant primary and secondary sources.
- **samples**, when applicable, such as web pages, screenshots, questionnaires, selection principles, or site maps.
- for **Convening Grants**, the proposed program with topics, titles, and presenters, and statements of commitment from participants.
- for **Archaeology Grants**, appropriate plans, maps, and photographs, as well as evidence that all necessary permits will be forthcoming.
- As noted earlier, applicants proposing archaeological field work in the United States must also supply additional information to comply with Section 106 of the NHPA. Specifically, they must provide a copy of the **request submitted to the State Historic Preservation Officer and/or Tribal Historic Preservation Officer for a written determination of the project's impact, together with all supporting materials listed above.** (See above for the instructions for applicants proposing archaeology projects, in the “Methods” section of the instructions for the narrative.) Applicants proposing U.S. archaeology projects must also comply with the National Environmental Policy Act, the Native American Graves Protection and Repatriation Act of 1990, the Davis-Bacon Act, and the Americans with Disabilities Act. You can find more information about complying with these requirements in the [General Terms and Conditions for Awards to Organizations](#).

Appendices should also include the following, when applicable:

- permissions to publish materials under copyright;
- letters of support from archives or other research venues;

- contracts or letters of interest from print or digital publishers;
- a bibliographical list of grant products that resulted from previous NEH awards, unless already provided in the narrative; and
- for project teams that include an individual who is awaiting the conferral of a degree and is serving as director, co-director, or the only other collaborator on the project, a letter from the dean of the conferring school attesting to the individual's having completed all degree requirements by the application deadline.

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

**7. Statement of funding received and requested** (one to two pages)

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

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

If the applicant institution is claiming indirect costs and has a current federally negotiated indirect-cost rate agreement, submit a copy of the agreement. This requirement does not apply to unaffiliated project directors.

### III. Submitting your Application

All organizations and unaffiliated project directors 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); both organizations and unaffiliated project directors must register with Grants.gov.

The Grants.gov registration process for institutional applicants 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.**

Unaffiliated project directors do not need to obtain a DUNS number or register in SAM.

Applicant organizations with a valid DUNS number and an active SAM registration **and** unaffiliated project directors must register with Grants.gov. Visit Grants.gov at <https://grants.gov/web/grants/applicants/organization-registration.html> or (for unaffiliated project directors) <https://www.grants.gov/web/grants/applicants/registration.html> for complete registration information. **The initial Grants.gov registration process can take up to two weeks.**

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

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

All applications, whether prepared by institutional applicants or unaffiliated project directors, must be submitted to Grants.gov. Links to the NEH Grants.gov application package and instructions (for both institutional applicants and unaffiliated project directors) 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

**Submission of draft proposals** is optional. Program staff recommends that draft proposals be submitted no later than October 15. 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 December 5, 2018.** Grants.gov will date- and time-stamp your application after it is fully uploaded. Applications submitted after that date will not be accepted.

## IV. What Happens After the Submission of an Application

### Review and selection process

Knowledgeable persons outside NEH will read each application and advise the agency about its merits. NEH staff comments on matters of fact or on significant issues that otherwise would be missing from these reviews, then makes recommendations to the National Council on the Humanities. The National Council meets at various times during the year to advise the NEH chairman. The chairman takes into account the advice provided by the review process and, by law, makes all funding decisions. 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 from the NEH Office of Grant Management by e-mail in September 2019. Award documents will identify the relevant terms, conditions, and administrative requirements that pertain to successful applications. The [Grant Management](#) section of the NEH website outlines all the responsibilities of award recipients, including anti-lobbying restrictions, in great detail. Applicants may obtain the evaluations of their applications by sending an e-mail message to [collaborative@neh.gov](mailto:collaborative@neh.gov).

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 NEH's Division of Research Programs at 202-606-8200 and [collaborative@neh.gov](mailto:collaborative@neh.gov).

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

The Federal Service Desk: [FSD.gov](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. The principal purpose for which the information will be used is to process the application. The information may also be used for statistical research, analysis of trends, and Congressional oversight. Failure to provide the information may result in the delay or rejection of the application.

### Application completion time

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

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.
- For institutional applicants: **Register your institution or verify its registration with Grants.gov.** For unaffiliated project directors: **Register or verify your registration with Grants.gov.** Both sorts of applicants must begin a new registration at least two weeks before the deadline.
- **Access the application package through Grants.gov Workspace.** The [program resource page](#) on NEH’s website has a direct link to the package. You can also search Grants.gov for this program. The program resource page has a direct link to the NEH instructions for completing the package.
- **Complete the following forms contained in the Grants.gov application package.**
  1. For institutional applicants: Application for Federal Domestic Assistance - Short Organizational For unaffiliated project directors: Application for Federal Domestic Assistance for Individuals. Both institutional applicants and unaffiliated project directors must include in their respective forms in the Project Information field (6.b.) 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 (required only for institutional applicants; unaffiliated project directors do not fill out this 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”) (1 page)
    - ATTACHMENT 2: Statement of significance and impact (name the file “statement.pdf”) (1 page and 1 paragraph)

ATTACHMENT 3: List of project participants (name the file “participantslist.pdf”) (1 page)

ATTACHMENT 4: Narrative (name the file “narrative.pdf”) (limited to 25 pages, including the following elements):

- Substance and context**
- History of the project and its productivity**
- Collaborators**
- Methods and execution**
- Work plan**
- Final product and dissemination**

ATTACHMENT 5: Budget (name the file “budget.pdf”)

ATTACHMENT 6: Appendices (name the file “appendices.pdf”) (limited to 35 pages, not counting the information that U.S. archaeology projects must submit to comply with section 106 of the NHPA. Include the following elements, as appropriate):

- Participant résumés and contact information**
- A bibliography of relevant primary and secondary sources**
- For Convening Grants only, e-mail messages or letters of commitment from participants and the proposed program**
- For Archaeology Grants only, appropriate plans, maps, and photographs, evidence that permits will be forthcoming, and (for U.S. archaeology projects only) a copy of the request submitted to the State Historic Preservation Officer and/or Tribal Historic Preservation Officer for a written determination of the project’s impact, together with all supporting materials**
- Permissions to publish materials under copyright**
- Letters of support from archives or other research venues**
- Contracts or letters of interest from publishers**
- Samples (for example, web pages, screenshots, questionnaires, selection principles or site maps)**
- A bibliographical list of grant products that resulted from previous NEH awards, unless already provided in the narrative**
- For project teams that include an individual who is awaiting the conferral of a degree and is serving as director, co-director, or the only other collaborator on the project, a letter from the dean of the conferring school attesting to the individual’s having completed all degree requirements by the application deadline**

ATTACHMENT 7: Statement of funding received and requested (name the file “funding.pdf”) (1-2 pages)

ATTACHMENT 8: Federally negotiated indirect-cost rate agreement (if applicable—note that this requirement does not apply to unaffiliated project directors) (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 **strongly** suggests that you submit your application no later than noon Eastern Time on the day of the deadline. Doing so will leave you time to contact the Grants.gov help desk for support, should you encounter a technical problem of some kind. The Grants.gov help desk is now available seven days a week, twenty-four hours a day (except on [federal holidays](#)), at 1-800-518-4726. You can also send an e-mail message to [support@grants.gov](mailto:support@grants.gov). For purposes of verification, keep a record of any communication with Grants.gov, including a case number if it is assigned.

**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.**

## TIMELINE

**Until December 5, 2018:** Contact Division of Research Programs program officers (at 202-606-8200 or [collaborative@neh.gov](mailto:collaborative@neh.gov)) with questions and for advice (optional)

**October 15, 2018:** Submit draft application (optional) by this date

**October 24, 2018:** Applicants that have not registered in the System for Award Management (SAM) and Grants.gov should begin the process by this date (applies only to institutional applicants)

**November 21, 2018:** Register your institution (or verify its registration) with Grants.gov by this date (unaffiliated project directors must register themselves or verify their registration by this date)

**December 5, 2018:** Applications must be submitted through and validated by Grants.gov by 11:59 PM Eastern Time on this date

**March-April 2019:** Peer review panels take 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 1, 2019:** Successful applicants may begin work on their projects as early as this date

**September 1, 2020:** Successful applicants must begin work on their projects no later than this date