



NATIONAL ENDOWMENT FOR THE  
**Humanities**

**DIVISION OF EDUCATION PROGRAMS**

## **Dialogues on the Experience of War**

**DEADLINE: November 15, 2018 (for projects beginning May 1, 2019)**

Catalog of Federal Domestic Assistance (CFDA) Number: 45.163

Funding Opportunity Number: 20181115-AV

If after reading this document you have questions about this program, contact the staff of NEH's Division of Education Programs at [dew@neh.gov](mailto:dew@neh.gov) and 202-606-8337. 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
  - Advancing civic education ..... 5
  - Providing access to NEH-funded products ..... 5
  - Copyright information ..... 5
  - Award information ..... 5
  - Cost sharing ..... 6
  - Eligibility ..... 6
- II. Preparing and Organizing your Application ..... 7
  - Resources for preparing a strong application ..... 7
  - Review criteria ..... 7
  - Application elements ..... 8
- III. Submitting your Application ..... 15
  - Deadlines for submitting optional preliminary sketches, 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 ..... 19
  - Application completion time ..... 19
- APPLICATION CHECKLIST ..... 19
- TIMELINE ..... 21

## I. Program Description

The National Endowment for the Humanities offers the Dialogues on the Experience of War (Dialogues) program as part of its current initiative, [Standing Together: The Humanities and the Experience of War](#). The program supports the study and discussion of important humanities sources about war, in the belief that these sources can help U.S. military veterans and others think more deeply about the issues raised by war and military service. Dialogues is primarily designed to reach military veterans; however, men and women in active service, military families, and interested members of the public may also participate.

The program makes awards of up to \$100,000 to support

- the convening of at least two sustained discussion programs for no fewer than fifteen participants; and
- the creation of a preparatory program to recruit and train program discussion leaders (NEH Discussion Leaders).

Preparatory training and discussion programs may take place in veterans' centers, at public libraries or cultural centers, on college and university campuses, and at other community venues. The discussion programs should comprise multiple meetings that are long enough to allow participants to engage in deep and inclusive discussion.

The Dialogues 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](#).

### Discussion Programs

The discussion programs must

- treat at least two historically distinct conflicts in depth: one from the earliest wars through World War I, and a second from the wars after World War I;
- focus on the close study of sources drawn from at least two distinct genres (such as historical writings, memoirs, military biographies, speeches and letters, philosophical writings, documentaries, fiction, and artworks); and
- engage participants in sustained dialogue about the selected humanities sources and the issues that they raise.

Humanities sources eligible for discussion can be drawn from history, philosophy, literature, film, and the visual and performing arts—and may be complemented by veterans' testimonials. Discussions should engage the participants in serious exploration of important questions about war and military service, such as the ethics of war, the nature of service, the place of veterans in society, heroism, suffering, loyalty, and patriotism. Examples are listed on the [program resource page](#).

### Preparatory Training Program

Applicants must create the preparatory training program and assemble a program team to develop it. The preparatory program should be designed to train discussion facilitators, referred to as NEH Discussion Leaders. The program should include the following:

- close study of the humanities sources at the heart of the discussions;
- modeling and practice in leading humanities discussions (for example, posing questions designed to explore texts and elicit discussion of the texts' contemporary relevance; articulating rules of civil discourse; encouraging group inquiry; moderating disagreements);
- developing the discussion leaders' knowledge and awareness of the diverse backgrounds and perspectives of military veterans and service members; and
- building a virtual or actual network of discussion leaders and resources for future versions of the program and/or new programs.

The application must demonstrate a commitment to thorough and sustained discussion. The format of and methodology behind the preparatory program might include elements like these: lectures with break-out discussion groups; how-to demonstrations on the art of close reading; modeling how to conduct fruitful conversations or moderate online forms; the creation of videos; and practice in facilitating sample discussion sessions.

NEH funds may not be used for

- development of curricular or pedagogical methods or theories;
- preparation of courses for high school students, undergraduates, or graduate students (other than those designed to train undergraduates or graduate students—in particular, veterans who are undergraduates or graduate students—as NEH Discussion Leaders);
- commercial, for-profit, or proprietary textbook research or revision;
- doctoral dissertations, theses, or research pertaining to a graduate degree program;
- 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;
- psychological therapy, medical treatment, and career counseling;
- lobbying; or
- projects that fall outside the humanities; the creation or performance of art; creative writing, memoirs, and creative nonfiction; and empirically based social science research or policy studies.

Past or current Dialogues awardees applying at the 2018 deadline with returning projects must also outline plans to advance their project's reach or impact. They might, for example, propose to

- strengthen and expand existing project partnerships between the awardee and other programs, institutions, or community organizations;
- develop or extend a current local, regional, or national network of Dialogues programs;

- create and disseminate shared and/or shareable project resources for preparatory and discussion programs, such as training videos, facilitator resources, reading and resource lists, source materials, and evaluation forms and guidance; and
- build capacity for smaller organizations or remote communities to offer Dialogues programs.

To these ends, award funds could be used for planning activities such as meetings and workshops, technological and infrastructural resources, consultants, additional travel expenses for regional or national meetings, or other means of sharing resources and best practices across a wider programming community.

### 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.

All applications will be given equal consideration in accordance with the program's evaluation criteria, whether or not they aim to advance civic education.

### 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 award products. For projects that involve the development of Web-based resources, all other considerations being equal, NEH gives preference to those that provide free access to the public.

NEH 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.

### Award information

Grants will typically support preparatory programs and the convening of at least two discussion groups to be held over the course of a twelve- to twenty-four month period of performance.

Awards will be up to \$100,000 in outright funds. Recipients may begin their periods of performance as early as May 1, 2019, but they must begin no later than September 1, 2019.

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

## 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

Any U.S. nonprofit organization with 501(c)(3) status is eligible, as are state and local governmental agencies and federally recognized Indian tribal governments. Individuals are not eligible to apply. Eligible organizations include institutions of higher education.

Individuals and foreign and for-profit entities are not eligible to apply.

Individuals may not simultaneously hold an NEH award for individuals and serve as a project director in this program.

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.

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 award funds from, or sites and materials controlled by, other federal entities in their projects.

NEH will not review late, incomplete, or ineligible applications.

## 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 202-606-8337 or [dew@neh.gov](mailto:dew@neh.gov)) to discuss your project and raise any questions you may have about the application; and
- submit an optional **preliminary sketch** (the form to use is available on the [program resource page](#)) or **draft proposal**.

### Review criteria

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

Evaluators should also consult the Application Elements for more detail.

#### 1. **Intellectual quality**

The extent to which the proposal demonstrates that the project will address significant themes and draw on intellectually rich humanities sources relating to war and military service; covers at least two wars from the designated time periods; includes humanities sources from at least two distinct genres; presents multiple viewpoints and manifests intellectual balance evident in the themes, questions, and sources to be considered; and indicates that the proposed preparatory activities for NEH Discussion Leaders will be grounded in themes and sources that support the discussion programs.

#### 2. **Feasibility**

##### **Preparatory program**

The extent to which the proposal exhibits a well-defined structure and syllabus for the preparatory program for NEH Discussion Leaders; includes qualified key personnel with relevant experience; incorporates relevant activities and resources for modeling and practicing discussions of humanities sources; demonstrates plans for developing the NEH Discussion Leaders' knowledge of the diverse backgrounds and experiences of veterans and other members of the military; and contains a well-designed recruitment and selection process for the NEH Discussion Leaders.

### **Discussion groups**

The extent to which the proposal demonstrates that the discussion groups will be effectively organized in terms of the number, length, and content of the sessions, and that the locations and facilities for the discussion groups will be suitable. **For returning awardees:** the extent to which the proposal clearly indicates the plans for expanding and deepening the project's partnership(s), and its methods of collaboration with and mentorship of the project team and its wider network.

### **3. Impact**

The extent to which the proposal demonstrates that the discussion program will engage the proposed audience; incorporates effective plans for publicizing the program to the intended audience; and clearly indicates that the planned evaluations will effectively address whether the project met its goals.

The extent to which the proposal demonstrates that the applicant institution and collaborating institutions and partners (if any) have relevant experience and the necessary administrative infrastructure.

As noted earlier, you are encouraged to submit an optional preliminary sketch or draft of your proposal to get advice from NEH staff before you submit an application. The form to use for the sketch is available on the [program resource page](#). Please send it as an attachment to [dew@neh.gov](mailto:dew@neh.gov) before **October 10, 2018**. Please send draft proposals to [dew@neh.gov](mailto:dew@neh.gov) before **October 10, 2018**. The staff may be unable to respond to sketches or drafts submitted after this date.

Staff comments on preliminary sketches and drafts are not part of the formal review process and have no bearing on the final outcome of the proposal.

You will prepare your application for submission via Grants.gov. Please keep these important matters in mind as you prepare the application:

- all parts of the application must be put into PDF format before they are uploaded to Grants.gov;
- all pages must be formatted with one-inch margins and with at least an 11-point font; and
- applications exceeding the page limits will not be reviewed.

### **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). 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.

Provide a one-paragraph abstract (up to one thousand characters, including spaces) written for a nonspecialist audience, clearly explaining the project's principal activities and its expected results. You should place the paragraph in the Project Information field in the SF-424 Application for Federal Domestic Assistance - Short Organizational form. (The [program resource page](#) provides a link to the instructions for submitting your application to Grants.gov, which contain information about this 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.

## **Application**

An application consists of the following parts: a narrative, a preparatory program syllabus and schedule, a schedule and syllabus for the discussion programs, a budget, résumés or brief biographies of key project staff, letters of reference, and letters of commitment. The application should include the title provided in Section 6.a of the SF-424.

### **1. Narrative—Not to Exceed Fifteen Double-Spaced Pages in at Least 11-point Type**

Provide an intellectual justification for the discussion programs and the design of the preparatory program. The narrative should not assume specialized knowledge and should be free of technical terms and jargon. The narrative must address the following topics.

#### **Intellectual rationale and overview of program**

Describe the significance of the readings and the discussion programs. Discuss the wars to be covered, the humanities sources to be considered, the topics and themes to be addressed, and the genres of the humanities sources. Include examples of the open-ended questions that will be used to spur discussion.

Discuss the proposed readings and other humanities sources to be used in the discussion groups. Indicate how multiple viewpoints and approaches will enrich the discussions.

Outline the scope, organization, and setting of the proposed discussion programs, and the institutional resources available to support them.

#### **Design, content, and implementation**

##### **Preparatory program for NEH Discussion Leaders**

Describe the specific content and structure of the proposed preparatory program. Discuss how the practice of facilitating discussion will be modeled, using proposed sources for the discussion programs. Discuss study guides or other resources that will be made available to preparatory program participants. Describe the recruitment and selection process for the persons who will

be trained as NEH Discussion Leaders and other project personnel, if any, who will receive the training.

In a separate application component, provide a detailed schedule and syllabus for the preparatory program (see item 2 of the application below).

### **Discussion groups for military veterans and others**

Describe the intended participants of the discussion groups (for example, veterans, men and women in active service, military families, members of the general public, etc.). Describe the structure of the discussion groups, including their number, the length of the sessions, and their size. Discuss the readings and other resources to be made available to the leaders and participants in the discussion groups. Describe specifically how the readings and other humanities sources will be used to address the central themes of the discussion programs.

Discuss the proposed location(s) for the discussion groups and the facilities available. Describe how the discussion groups will be publicized and how the participants will be recruited. In a separate application component, provide a schedule and syllabus for the discussion groups (see item 3 of the application below).

### **Project faculty and staff**

Identify the project director, relevant institutional support staff, and the individuals who will lead the preparatory program. Provide a brief description of the qualifications and roles of the project director, support staff, and leaders of the preparatory program. Note that supporting résumés or brief biographies (not to exceed two single-spaced pages) are required as Attachment 5. Letters of reference for the project director(s) (two for each director), and letters of commitment from consultants and leaders of the preparatory program are required as Attachments 6 and 7. If the project has an advisory board, identify the humanities scholars, veterans, and other individuals who serve on the board and describe how they would support the project.

### **Institutional context**

Describe the mission and resources of the applicant institution and how they would support the proposed activities. If the project includes collaborations with other institutions, indicate how the mission and resources of those institutions would support the project. In item 7 of the application provide a letter of commitment from each collaborating institution, if there are any. (The applicant institution does not need to provide a letter of commitment.)

### **Evaluation**

Describe the project's evaluation plans. Each project must include two basic survey evaluations:

- The first will be completed by participants at the end of the preparatory program for NEH Discussion Leaders.
- The second will survey the participants in the discussion groups. Best practices have shown that surveys at the beginning and at the end of the program are most effective.

Repeat offerings may be altered, based on feedback incorporated from the surveys.

NEH staff will perform site visits during a project's early phases and will monitor grants.

2. **Preparatory program schedule and syllabus (for NEH Discussion Leaders)—not to exceed two single-spaced pages**
3. **Schedule and syllabus for the discussion programs (for veteran and public participants)—not to exceed two single-spaced pages**
4. **Budget**

Using the budget information below and the sample budget, complete the budget form or a format of your own that includes all the required information. Links to the budget form and the sample budget are available on the [program resource page](#). Budgets should be completed in compliance with [2 CFR 200 Subpart E – Cost Principles](#).

Budgets must include travel and lodging for a project directors' meeting in Washington, D.C.

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

NEH supports projects in this grant program with outright funds. Outright funds are not contingent on additional fundraising. Voluntary cost sharing is encouraged but not required (unless the project budget exceeds the \$100,000 maximum grant amount).

In preparing the budget, note that the period of performance encompasses the entire period for which NEH support is requested in the application. All project activities and the expenditure of project funds must occur during the period of performance. The period of performance for projects can run for twelve to twenty-four months. It may not begin before May 1, 2019, but it must begin no later than September 1, 2019. The period of performance begins on the first day of the month and ends on the last day of the month.

### **1. Salaries and wages**

List all project personnel employed by the applicant institution. Include the position title, name (if possible), percent of full time equivalent or total number of hours charged to the project. Calculations for compensation must conform to [2 CFR §200.430 Compensation—personal services](#) and the policies of the institution. Commonly, the budget includes a percentage of annual salary for persons participating in the project. Such amounts may be used to release staff members from normal duties for a specified amount of time or, alternatively, to pay them for time that they devote to the project over and above their normal duties. Compensation for support staff may be calculated as a percentage of salary or based on an hourly rate.

## **2. Fringe benefits**

Fringe benefits are allowances and services provided by the recipient to their employees as compensation in addition to regular salaries and wages. Fringe benefits include, but are not limited to, the costs of leave (vacation, family-related, sick or military), employee insurance, pensions, and unemployment benefit plans. Only those benefits that are reasonable and not included in an organization's indirect-cost pool (discussed in item 9 below) may be shown as direct costs. Also see [2 CFR §200.431 Compensation—fringe benefits](#).

## **3. Fees and honoraria for consultants and NEH Discussion Leaders**

List individuals contributing to the project as visiting lecturers or leaders of study and training sessions. The honoraria for visiting consultants typically range from \$350 to \$750 per person per day, not including travel and subsistence costs. Travel and subsistence costs for visiting consultants should be entered under item 4 of the budget.

Honoraria for NEH Discussion Leaders as participants in the preparatory program and leaders of the discussion groups typically range from \$250 to \$500 per person per day.

## **4. Travel costs**

List travel costs according to local and long distance travel. For local travel, outline the mileage rate, number of miles, reason for travel and the name of the individual(s) completing the travel. Calculate travel and subsistence costs in conformity with [2 CFR §200.474 Travel costs](#) and the recipient's written travel policy. Calculate travel and subsistence costs in conformity with institutional policy. The lowest available commercial fares for coach or equivalent accommodations must be used.

For further information on travel requirements, please see the articles on [Travel Costs](#) and [Foreign Travel](#) in the [General Terms and Conditions for Awards](#).

Budgets should include travel expenses (airfare, lodging, per diem, parking, etc.) for project directors to attend a two-day meeting at NEH's offices in Washington, D.C.

Please note: if incidental food items and/or meals are provided at no charge during meetings, conferences, training, or other events attended while on travel, the per diem charged to the award must be reduced accordingly. Alcoholic beverages are unallowable and may not be charged to the award.

## **5. Supplies and materials**

List all purchases of consumable supplies and materials to be used in the project. Eligible items include supplies, such as books, course packages, computer and instructional materials, educational software, etc. Please note that costs for these items may be included only if they are not part of the indirect-cost pool (discussed in item 9 of the budget below). See also the list of "Inadmissible budget items" below.

## **6. Services, subawards, and contracts**

Services include third-party technical support and transportation services for site visits.

The costs of project activities to be undertaken by a third-party subrecipient (such as a collaborating institution) and contractors (such as a transportation company) should be included in this category as a single line item charge. Append to the budget a complete itemization of the costs comprising the subawards and/or contracts. If there is more than one subrecipient or contractor, each must be listed (as a separate line item under “Services”) on the budget form, and the costs must be itemized separately. If you plan to collaborate with another institution, the grants office of the applicant institution may wish to consult with the NEH Office of Grant Management.

## **7. Other costs (if any)**

Include the cost of duplication and printing, long-distance telephone charges and postage, rental of films, equipment purchase (items costing more than \$5,000 per unit with a useful life of more than one year, and subject to 2 CFR §200.313) or rental, and funding for other relevant items (such as entrance tickets to a museum exhibition) that are likely to enhance the discussion programs and not previously listed. Please note that “miscellaneous” and “contingency” are not acceptable budget categories.

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 products.

## **8. Total direct costs per year**

Total the sum of items 1-7.

## **9. a.- c. Indirect costs (overhead)**

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

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

Governmental departments or agency units receiving more than \$35M in federal funds from all sources during a given fiscal year must have a federally negotiated indirect-cost rate

agreement. Any other applicant organization that has never had a negotiated indirect-cost rate may direct-cost all expenses or use the de minimis rate of 10 percent of modified total direct costs (MTDC). See 2 CFR §200.414 (f) for additional information regarding the de minimis rate. The chosen method must be used consistently for all federal awards until the organization chooses to negotiate a rate. This can be done at any time. See [2 CFR §200.414](#) for additional information.

For applicants seeking reimbursement for indirect costs: 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.

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 submit it on the Attachments Form as Attachment 8.

**10. Total project costs**

The sum of items 8 and 9.

**11. Project funding**

11a. Requested from NEH: Indicate the amount of outright funds requested from NEH.

11b. Cost sharing. Cost sharing is not required in this program, so the figure for 11b may be \$0. But if the total request to NEH exceeds \$100,000, you must use voluntary cost sharing to pay for the amount above \$100,000. If voluntary cost share is included in the application budget, those costs are subject to the requirements set forth in 2 CFR 200.

**12. Total project funding**

Unless you are including voluntary cost sharing in the budget, repeat the amount in 11a.

**• Unallowable costs**

The following costs are not allowable and may not appear in project budgets:

- costs related to social events such as banquets, receptions, and entertainment;
- tuition or enrollment fees for participants (participation in the discussion groups must be made available free of charge); and
- the cost of travel associated with scholarly research unrelated to the project.

**• Budget notes (optional)**

If needed, include a brief supplement to the budget, explaining projected expenses or other items in the financial information provided on the budget.

**5. Résumé(s) or brief biographies of key project staff (project director(s), consultants, and leaders of the preparatory program)—not to exceed two single-spaced pages per individual**

Please include the following information, as relevant:

- Experience organizing and/or leading humanities-based discussion groups.
- Experience working with veterans and members of the military.
- Other relevant professional activities and publications.

**6. Letters of reference**

Include two letters of reference for the project director (or two letters for each project director).

**7. Letters of commitment**

Include letters of commitment from consultants, leaders of the preparatory program, and collaborating institutions (if any). (The applicant institution does not need to provide a letter of commitment.)

**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.

### 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).

You must submit your application to Grants.gov. Links to the Grants.gov application package and instructions for preparing and submitting the package can be found on the [program resource page](#).

**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 preliminary sketches, draft proposals, and applications

**Preliminary sketch (optional):** You are encouraged to submit a preliminary sketch of your proposal to get advice from NEH staff before you submit an application. The form to use for the sketch is available on the [program resource page](#). Please send it as an attachment to [dew@neh.gov](mailto:dew@neh.gov) before **October 10, 2018**. The staff may be unable to respond to sketches submitted after that date.

**Draft proposal (optional):** You are also encouraged to submit a draft of your proposal to get advice from NEH staff before you submit an application. Please send it as an attachment to



[dew@neh.gov](mailto:dew@neh.gov) before **October 10, 2018**. The staff may be unable to respond to sketches submitted after that date.

**Applications must be received and validated by Grants.gov by 11:59 p.m. Eastern Time on November 15, 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 March 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 April 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 [dew@neh.gov](mailto:dew@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](#).

NEH expects recipients to provide broad access to all grant products, insofar as the conditions of the materials and intellectual property rights allow. In particular, NEH expects recipients to make program reading list(s) or course syllabi (accompanied by the NEH [logo](#)) accessible to the public, and it reserves the right to disseminate information (such as links to program or course websites) on its own website. For projects that lead to the development of websites, all other considerations being equal, NEH gives preference to those that provide free access to the public.

## V. Additional Information

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

If you have questions about the program, contact:

Division of Education Programs  
National Endowment for the Humanities  
400 Seventh Street, SW  
Washington, DC 20506  
202-606-8337  
[dew@neh.gov](mailto:dew@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 *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 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.
- ❑ **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 (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
  4. Attachments Form—Using this form, attach the parts of your application as described in the guidelines:

ATTACHMENT 1: Project narrative (name the file “narrative.pdf”)

ATTACHMENT 2: Syllabus for preparatory program for NEH Discussion Leaders (name the file “preprogram.pdf”)

ATTACHMENT 3: Syllabus for discussion groups (name the file “discprogram.pdf”)

ATTACHMENT 4: Budget (name the file “budget.pdf”)

ATTACHMENT 5: Résumé(s) or brief biographies of key project personnel (name the file “resumes.pdf”)

ATTACHMENT 6: Letters of reference for project director(s) (name the file “referenceletters.pdf”)

ATTACHMENT 7: Letters of commitment from consultants, leaders of the preparatory program, and collaborating institutions (if any) (name the file “commitmentletters.pdf”)

ATTACHMENT 8: 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. It is your responsibility as an applicant to confirm that Grants.gov and subsequently NEH have accepted your application.**

## TIMELINE

**Before the November 15, 2018 deadline:** Contact Division of Education Programs program officers (at 202-606-8337 or [dew@neh.gov](mailto:dew@neh.gov)) with questions and for advice (optional)

**October 3, 2018:** Applicants that have not registered in the System for Award Management (SAM) and Grants.gov should begin the process by this date

**October 10, 2018:** Submit preliminary sketches by this date (optional)

**October 10, 2018:** Submit draft proposals by this date (optional)

**November 1, 2018:** Applicants that have registered in SAM and Grants.gov should verify their registrations by this date

**November 15, 2018:** Applications must be submitted through and validated by Grants.gov by 11:59 PM Eastern Time on this date

**December 2018:** Peer review panels take place

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

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

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

**May 1, 2019:** Successful applicants may begin work on their projects as early as this date

**September 1, 2019:** Successful applicants must begin work on their projects no later than this date