NATIONAL ENDOWMENT FOR THE Humanities

DIVISION OF **RESEARCH PROGRAMS**

FELLOWSHIP PROGRAMS AT INDEPENDENT RESEARCH INSTITUTIONS

Deadline: August 22, 2018 (for projects beginning January 1, 2020)
Applicants will be notified of the decision in March 2019.

Catalog of Federal Domestic Assistance (CFDA) Number: 45.161

Funding Opportunity Number: 20180822-RA

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

Contents

I. Program Description

Awards for Fellowship Programs at Independent Research Institutions (FPIRI) support fellowships at institutions devoted to advanced study and research in the humanities. The FPIRI program sponsors fellowships that provide scholars with research time, a stimulating intellectual environment, and access to resources that might otherwise not be available to them.

Fellowship programs may be administered by independent centers for advanced study, libraries, and museums in the United States; American overseas research centers; and American organizations that have expertise in promoting research in foreign countries. Individual scholars apply directly to the institutions for fellowships. A list of currently funded institutions is available.

In evaluating applications, consideration is given to the library holdings, archives, special collections, and other resources—either on site or nearby—that institutions make available to fellows.

FPIRI awards provide funding for humanities fellowships of four to twelve months. The fellowships are held at the U.S. recipient institutions or—in the case of overseas research centers and organizations—abroad.

Fellowship tenure must be continuous and last from four to twelve months. Residential NEH fellows are expected to be in residence during their entire tenure period and to work on their projects on a full-time basis. Likewise, nonresidential NEH fellows are expected to work on their projects on a full-time basis. If a fellow is obliged through special circumstances to depart before the end of the tenure period, he/she shall receive a pro rata stipend payment.

An individual long-term fellowship may be split between two FPIRI-funded institutions. Cooperating institutions should discuss and agree upon the tenure and stipend to be awarded by each institution to ensure that the maximum fellowship stipend and tenure are not exceeded. Institutions should ask individuals to whom they are offering awards if they have applied for or are already receiving other NEH funding.

The FPIRI 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.

FPIRI-funded fellowships are governed by the requirements listed below. (For further information, see the FPIRI Responsibilities of Institutions document, which is available on the program resource page.)

- Fellowships, supported entirely or in part by NEH funds, are for individuals who have completed their formal professional training. Consequently, **degree candidates and individuals seeking support for work in pursuit of a degree are not eligible to hold NEH-supported fellowships**. Advanced degree candidates must have

completed all requirements, except for the actual conferral of the degree, **by the application deadline for the fellowship.**

- Foreign nationals are not eligible to apply for fellowships unless they have lived in the United States for the three years immediately preceding the application deadline for the fellowship.

- Although NEH fellows may hold other fellowships or grants during fellowship tenure, including sabbaticals and grants from their own institutions, **they may not hold another concurrent NEH grant.**

- Institutions must give all eligible applicants equal consideration; they may not restrict eligibility to members of a scholarly organization or to persons affiliated with institutional members of a scholarly organization.

- Institutions may not accept applications from any of their own officers, employees, members of the board of trustees or advisers, or selection committee members, until at least one year has elapsed since the person's last service in such a position. The same restriction applies to officers, employees, and board members of parent organizations.

- Institutions may not require an administrative or application fee of applicants for NEH fellowships.

- Fellowship tenure must be fulltime and continuous.

- FPIRI awards support fellowship stipends at a rate of $5,000 per month and up to $5,000 total per year for the costs of selecting fellows.

- A recipient institution may supplement the stipends of FPIRI fellows from its own funds, and fellows may receive additional funds from other sources. FPIRI fellows must be granted the same benefits, services, and accommodations normally accorded other fellows. In some circumstances recipient institutions may withhold a portion of the FPIRI fellows' stipends to cover the costs of housing and meals at a residential center. In their fellowship announcements and award letters, institutions must clearly state the full value of the NEH stipend and, if applicable, the amount withheld.

- Institutions are asked to publicize the availability of NEH fellowships and their application procedures clearly and effectively, so that all potential applicants can learn of the full range of opportunities. Publicity materials should contain an **explicit reference to the National Endowment for the Humanities fellowships and the NEH funding** offered through the institution. (The NEH logo can be downloaded here.)

- Recipient institutions must ensure the fair and informed selection of recipients of FPIRI fellowships by relying on the recommendations of an external committee composed of qualified scholars drawn from outside the institution's staff and governing bodies. The committee must convene (either virtually or in person), and all members must be replaced each year. NEH requires selection committees to consist of at least

three persons. NEH funds may be awarded only to applicants recommended by the external committee.

- Recipient institutions must avoid real or perceived conflicts of interest in the composition of the selection committee and its deliberations. Staff, officers, board members, and trustees of the institution may not serve as pre-screening evaluators or voting members on committees that review applications for FPIRI awards. The same restrictions apply to staff, officers, and trustees of parent organizations. Persons holding individual memberships at an institution should not constitute a majority on that institution's selection committee.

- The period of performance begins on January 1, 2020 with the first round of selection for 2020-21 fellows, and it ends on June 30, 2023 (the end of the final academic year in which fellowships are awarded). Allowable pre-award costs for the selection of fellows may be included in the budget, as long as they are incurred no more than ninety days before the January 1 start of the grant. Pre-award expenditures are made at the recipient's risk, and the recipient's authority to approve such costs does not impose an obligation on NEH in the event an award is not made or is made for an amount that is less than the recipient anticipated. All other project activities and expenditures of project funds must occur during the period of performance. A recipient institution must contact the NEH Division of Research Programs and Office of Grant Management concerning any proposed changes to an awarded budget.

FPIRI awards will generally not provide stipend funding for more than twenty-four fellowship-months per year for three years. Applicants seeking stipend support beyond this amount should request matching funds for the additional stipend support at a rate of $5,000 per month—so that every additional month of NEH funding is matched one-to-one by non-NEH funds.

Recipient institutions are subject to a number of specific requirements governing the administration of a FPIRI award. (See Section IV below, beneath the headings "Reporting requirements" and "Requirements governing the administration of an NEH fellowship program.")

Award information

Awards are made to support fellowships, generally for three years. Recent awards have ranged from $47,000 to $318,900.

The period of performance begins on January 1, 2020, and it ends on June 30, 2023.

Successful applicants will be awarded outright funds, matching funds, or a combination of the two, depending on the request of the applicant and the availability of funds.

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

NEH may offer funding at a level different from that requested. In some instances, NEH may offer matching funds only, or it may offer a combination of matching and outright funds in response to a request for outright funds.

Cost sharing consists of the cash contributions made to a project by nonfederal third parties that are used to release federal matching funds.

Applicants 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

To apply for a FPIRI grant, an organization must meet two criteria:

1. The applicant organization must have established and maintained a fellowship program for at least the three years immediately preceding the application deadline for this program.

2. The applicant organization must be financed, governed, and administered independently of institutions of higher education. To demonstrate its independence, the applicant must meet *all* of the following conditions:
   - It must be a U.S. nonprofit institution with its own 501(c)(3) status, a state or local governmental agency, or a federally recognized Native American tribal government.
   - It must be financially independent from institutions of higher education, with no single college or university contributing more than 49 percent to the applicant organization's annual operating budget (including in-kind donations such as workspace, administrative support, etc.).
   - It must be governed by its own board of trustees, with a majority of members from no single institution of higher education.
   - It must be administered by a professional, independent chief executive officer or equivalent.

Individuals, institutions of higher education, and foreign entities are not eligible to apply.

NEH generally does not award grants to other federal entities or to applicants whose projects are so closely intertwined with a federal entity that the project takes on characteristics of the federal entity's own authorized activities. This does not preclude applicants from using grant funds from, or sites and materials controlled by, other federal entities in their projects.

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

II. Preparing and Organizing your Application

Resources for preparing a strong application

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

- read these **guidelines** carefully, noting what information needs to be provided in the application;
- 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 fpiri@neh.gov) to discuss your project and raise any questions you may have about the application; and
- submit an optional **draft proposal** (at least four weeks before the deadline), to which program staff will respond with suggestions and advice.

Applicants may submit drafts of their proposals by e-mail to fpiri@neh.gov. Draft proposals, which are optional, should be submitted at least four weeks before the deadline (by July 25, 2018). A response cannot be guaranteed if the draft arrives later. The preliminary proposal gives an applicant the opportunity to receive staff comments about the substance and format of the application. Staff comments are not part of the formal review process and have no bearing on the final outcome of the proposal, but previous applicants have found them helpful in strengthening their applications. Once NEH has received a formal application, its staff will not comment on its status except with respect to questions of completeness or eligibility.

Review criteria

Reviewers will be asked to consider the following questions when evaluating applications:

1. Humanities significance: How important to the advancement of the humanities is the fellowship program for which funding is requested?

2. Resources, facilities, and assistance: To what extent are fellows likely to pursue their research more successfully because of the research collections, facilities, services, and other resources provided by the applicant institution? To what extent does the institution effectively promote intellectual exchange? How effectively does it administer its fellowship program?

3. Applicant pool, publicity, and budget: Is the applicant pool appropriate to the size of the program? How effective are the publicity and outreach for the fellowship competition? Does the application make a persuasive case for the amount of NEH support requested for fellowships?

4. Fairness of selection: Is the fellowship selection process expert and objective? To what extent has the institution chosen highly qualified and impartial selection committee members, who reflect an appropriate disciplinary and regional diversity? Does the institution avoid conflicts of interest (or the appearance of conflicts) in establishing

the selection committee and choosing the fellows? To what extent does the process, as described, ensure that the best possible candidates are selected?

5. Performance: How strong is the institution's previous record in offering fellowships? To what extent have former fellows been productive? To what extent have the scholarly contributions resulting from FPIRI fellowships or other fellowships been of value to scholars and general audiences in the humanities?

Application elements

Provide a title for your project in item 6 ("Project Information") of the Application for Federal Domestic Assistance – Short Organizational form. (See below, in the instructions for submitting your application to Grants.gov, for information about this form.) The project title should follow this format: "Long-Term Research Fellowships [in Country, if not U.S.] at [Center Name]/sponsored by [Organization]."

In the "Project Information" field you should also 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. Do not attach the abstract to the Attachments Form, a form that is also explained in the NEH instructions for submitting your application to Grants.gov.

Your application should consist of the following parts:

1. **Table of contents (Attachment 1)**

   List all parts of the application with corresponding page numbers.

2. **Narrative (Attachment 2)**

   Limit the narrative to twenty-five double-spaced pages with one-inch margins, using at least an eleven-point font.

   Information requested in this section may already exist in annual reports, auditors' reports, and brochures. Where appropriate, refer to URLs that publish this information online. Institutions may refer to such material when preparing a detailed description that includes the following sections in this order:

   A. **Brief statement (1 paragraph)**

      State the purpose of the NEH-supported fellowships; their place within the existing fellowship program; the total number of stipend months requested per year; and, for previously funded applicants, whether this request represents an increase in funding over the previous NEH award.

B. **The institution and its programs (2-3 pages)**

Provide a brief overview of the institution, describing

- the intellectual significance of the work that the institution supports, including its value to scholars and general audiences in the humanities;
- the institution's purpose, philosophy, history, governance, and sources of funding;
- the administrative structure, size of the staff, and location;
- the size and scope of library holdings, archives, or special collections available on site or nearby;
- the resources and facilities available for study, research, and discussion (for example, offices, computer equipment, carrels, and common rooms);
- the services available to NEH fellows (for example, secretarial, research or technical assistance; photocopying; and meals); and
- the housing options offered fellows, or the efforts to assist them in finding housing.

C. **The fellowship program (4-6 pages)**

Provide an overview of the existing fellowship program, describing

- the mission of the fellowship program;
- if applicable, the ways in which NEH-supported fellowships benefit the institution's overall fellowship program;
- the history of the program, recent developments, and future goals;
- special fields of interest and any particular mix of scholars that the institution attempts to achieve;
- the activities of fellows; and
- the ways in which the institution fosters collegial discourse among fellows and interaction with the local scholarly community, including programs such as seminars, colloquia, lunch meetings, and other means of fostering intellectual interaction.

D. **Publicity and application procedures (2-4 pages)**

Identify target audiences. Explain how the institution will publicize fellowships to qualified applicants, especially through its website (provide the URL), listservs, and other online means. Describe the publicity and outreach methods that the institution will use to attract a substantial and diverse group of scholars with related interests. Assess the effectiveness of past publicity efforts. Add a descriptive analysis of the applicant pool based on the statistical information provided in Attachment 8.

Append a copy of the application for FPIRI-supported fellowships (or provide the URL at which it is available without a login requirement) in

Attachment 9. New applicants should submit their current fellowship application. Screenshots are acceptable.

E. **Selection procedures (3-5 pages)**

New applicants: Describe the sequence of events during the current selection process and, if applicable, the changes that would be made to meet the requirements of a FPIRI-supported program. (See the Responsibilities of Institutions memorandum, which is available on the program resource page.)

Previously funded applicants: Describe the schedule and process for selecting fellows and any changes made to improve its quality and effectiveness.

All applicants: Describe how the institution's process ensures the selection of the best possible candidates and projects (see the pertinent section of the Responsibilities of Institutions memorandum, which is available on the program resource page).

- List the criteria for selecting fellows.
- If outside reviewers pre-screen applications, explain and justify the process.
- List the criteria for choosing members of the selection committee and state its size.
- Explain how the diversity, impartiality, and expertise of the selection committee are achieved. Describe the process for choosing members of the committee and its composition, with respect to discipline, experience, geographical diversity, institutional characteristics, and other factors.
- List the conflict-of-interest rules by which deliberations are governed.
- If awards are made by more than one program or committee, describe the selection procedures used by each and explain how funds are allocated among programs or committees.

F. **Program evaluation (2-3 pages)**

Describe the reports and other kinds of feedback that the institution requests from fellows. Summarize the findings of the most recent assessment of the institution's fellowship program(s). If the institution solicited outside assessments of its programs, please describe those as well.

G. **Institution staff and fellowship program administration (1-2 pages)**

Identify the permanent professional staff dedicated to the fellowship program. Explain how responsibility is divided among staff members and the extent to which they are directly involved in its administration.

H. **Future of the institution's fellowship program (1 page)**

Describe any anticipated changes in the institution's mission and intellectual vision, scope, administrative structure, funding, or mix of fellows. Discuss how these changes will affect the work of scholars supported through the institution's programs. Explain any changes in the number of fellows (both FPIRI-supported fellows and others) or stipend levels needed to achieve the institution's purposes.

3. Budget forms (Attachment 3)

Program funding and financial information

In addition to completing the budget forms discussed below, applicants should provide in Attachment 3 the information requested in the next three paragraphs.

New applicants: Briefly lay out the size, tenure periods, and funding structure of your current fellowship program(s). Explain how the addition of FPIRI-supported fellows would affect the current structure.

All applicants: List the number of prospective fellows, their tenure, and the corresponding NEH stipend amounts (calculated at $5,000 per month). If applicable, list the amount of additional funds from other sources that are used to augment the stipends. If portions of the stipend will be deducted to pay for fellows' housing and meals, indicate and justify these amounts. Stipend deductions for fringe benefits such as health care can be offered to fellows on a voluntary basis. Note that expenses (other than those noted in the previous two sentences), fees, and indirect costs may not be deducted from fellows' stipends.

If the institution received an NEH Challenge Grant to endow fellowships, explain how the annual income from the endowment generated by the Challenge Grant is currently used.

Prior-year financial report form: Use this form to provide a financial overview of the budget from the most recent fiscal year for the complete fellowship program as it currently exists, including funds budgeted from the institution's own resources and from third parties. Be sure to illustrate the expenditures for the institution's entire fellowship program, not just the FPIRI-supported part. Divide the budget into categories of expenses similar to those in the NEH sample financial report for existing fellowship programs.

Note that this form includes items that would not be funded by FPIRI grants, which support only fellowship stipends, and a portion of the costs of selecting the fellows). Clearly distinguish long-term from short-term research awards and predoctoral from postdoctoral awards. If other funds will be used to augment NEH-supported fellowships, indicate briefly, if applicable, any restrictions that they carry.

Links to the sample financial report (PDF) and the fillable financial report form (MS Excel) are available on the program resource page (see FPIRI Sample Financial Forms and FPIRI Financial Forms to Fill Out).

Three-year NEH budget request form: Use the three-year budget request form to specify the funding requested from NEH in the current application. The budget should include additional funding (if any) for fellows' stipends that is drawn from non-NEH sources and distinguish between outright and matching funds, if applicable. Please request matching funds in multiples of $5,000 to fund additional fellows. A sample three-year budget request is available for guidance.

- **Payments to selected fellows**: NEH funding for fellows' stipends is calculated at a rate of $5,000 per month of tenure (for four to twelve months). Identify any additional payments to fellows—drawn from non-NEH sources—that would supplement the NEH stipends. If applicable, indicate any costs for housing and regular meals that will be deducted from the stipend amount.
- **Selection**: Applicants may request up to $5,000 per year to defray costs associated with selecting NEH fellows. Supported selection costs are limited to the travel expenses, per diem expenses (covering lodging and meals), and honoraria of selection committee members. Indicate the number of selection committee members and itemize these costs, as applicable.
- **Indirect costs** may be included. 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 <u>not</u> be the appropriate rate for inclusion in your NEH project budget, as the use of this rate is reserved for projects involving scientific research, not scholarly inquiry of the type most often supported by NEH.

If 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 Budget Narrative Attachment Form (also known as the Budget Narrative File). If the applicant institution does not have a federally negotiated indirect-cost rate agreement, you must instead attach a statement to the Budget Narrative Attachment Form, explaining a) that the applicant institution is not claiming indirect costs; b) that the applicant institution does not currently have a federally negotiated indirect-cost rate agreement; or c) that the applicant institution has never received a negotiated indirect-cost rate and is using the government-wide de minimis rate of 10 percent of the total direct costs, less distorting items (including equipment, capital expenditures, rental costs, tuition remission, participant support costs, scholarships and fellowships, and the portion of each subaward in excess of $25,000). See 2 CFR §200.414 (f) for additional information regarding the de minimis rate.

Links to the sample three-year budget request (PDF) and the fillable three-year budget request form (MS Excel) are available on the program resource

page (see FPIRI Sample Financial Forms and FPIRI Financial Forms to Fill Out).

4. **Appendices**

o Résumés: Provide brief résumés (two-page maximum) of the director of the institution and the principal staff involved in the program who are listed under section G of the narrative. **(Attachment 4)**

o Reviewers: Provide lists of members of the selection committee for the current year and the two preceding years, annotated as to discipline, institutional affiliation, and academic rank. Do not attach lists of pre-screeners; instead, explain who they are in section E of the narrative. **(Attachment 5)**

o Fellows: Provide lists of all fellows for the current year (fiscal or academic) and for the two preceding years, including their fields and home institutions. This list should distinguish long-term fellows (those supported for four or more months) from short-term fellows (those supported for fewer than four months). For the long-term fellows only, add one- to two-paragraph descriptions of their projects. Previously funded applicants must list the NEH fellows separately. **(Attachment 6)**

o Publications: Provide lists of publications by previous fellows that resulted from their fellowships. Go back no more than ten years and include only books, book chapters, scholarly articles, and websites or other digital products. Mention prizes where applicable. Organize the list alphabetically by the fellows' last names and indicate the year of the fellowship for each fellow's entry. Previously funded applications should list only the publications of NEH fellows. Provide full citations. **(Attachment 7)**

o Statistical analysis: Provide comparative statistical charts of both the applicant pool and the resulting awardees for the current year and for each of the two preceding years. Where applicable, distinguish applicants for NEH fellowships (and NEH awardees) from others. Categories to include: fields of study, types of institution (for example, research university versus four-year college), academic rank, and geographical distribution. **(Attachment 8)**

o Append a copy of the application for FPIRI-supported fellowships (or provide the URL at which it is available without logging in). New applicants should submit their current fellowship application. **(Attachment 9)**

o Review guidance: Provide a copy of the guidance, instructions, and selection criteria given to those who select fellows and other award recipients. **(Attachment 10)**

o Misconduct policy: Provide a copy of the institution's research misconduct policy. **(Attachment 11)**

o Reports: New applicants must append copies of reports from all postdoctoral fellows for the last three years. Previously funded applicants do not supply reports; instead FPIRI program staff will append the reports that fellows submitted to NEH in the past three years. **(Attachment 12)**

o Financial Overview Statement: All applicants must append the financial overview statement from the institution's most recent annual report. **(Attachment 13)**

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 before your registration will be activated. 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.

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

Information on how to confirm that you successfully submitted your application is available here (PDF). 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

Draft proposals (optional): Program staff recommends that draft proposals be submitted at least four weeks before the deadline, by July 25, 2018. 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 PM Eastern Time on August 22, 2018. Grants.gov will date- and time-stamp your application after it is fully uploaded. Late, incomplete, or ineligible applications will not be reviewed.

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 "Requirements governing the administration of an NEH fellowship program" 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 a letter to NEH, Division of Research Programs, 400 Seventh Street, S.W., Washington, D.C. 20506, or an e-mail message to fpiri@neh.gov.

Reporting requirements

Annual fellowship selection reports and a final performance report will be required. See the Instructions for Fellowship Selection Reports document, which is available on the program resource page, for further details.

Upon completion of tenure, NEH fellows are asked to fill out a brief questionnaire about their activities and accomplishments. The questionnaire should be submitted to the NEH Division of Research Programs at https://securegrants.neh.gov/Misc/CentersEvaluation.aspx.

Requirements governing the administration of an NEH fellowship program

The requirements governing the administration of an NEH fellowship program are explained in the Responsibilities of Institutions and the Responsibilities of Fellows documents. Both of these documents are available on the program resource page.

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

Division of Research Programs
National Endowment for the Humanities
400 Seventh Street, SW
Washington, DC 20506
202-606-8200
fpiri@neh.gov

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

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

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

Grants.gov: https://www.grants.gov/
Grants.gov help desk: support@grants.gov
Grants.gov customer support tutorials and manuals:
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 the average time to complete this application is fifteen hours per response. This estimate includes time for reviewing instructions, researching, gathering, and maintaining the information needed, and completing and reviewing the application.

Please send any comments regarding the estimated completion time or any other aspect of this application, including suggestions for reducing the completion time, to the Chief Guidelines Officer, at guidelines@neh.gov; 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: Table of contents (name the file "contents.pdf")

   ATTACHMENT 2: Narrative (name the file "narrative.pdf")

   ATTACHMENT 3: Budget information, to be conveyed in the prior-year financial report form and the three-year NEH budget request form (name the file "budgetinformation.pdf")

   ATTACHMENT 4: Brief résumés (name the file "resumes.pdf")

ATTACHMENT 5: Lists of members of the selection, rating, or review committee (name the file "reviewers.pdf")

ATTACHMENT 6: List of previously funded fellows (name the file "fellows.pdf")

ATTACHMENT 7: List of publications by previously funded fellows (name the file "publications.pdf")

ATTACHMENT 8: Statistical analysis (name the file "statisticalanalysis.pdf")

ATTACHMENT 9: Fellowship application form, or the URL at which it is available (name the file "applicationform.pdf")

ATTACHMENT 10: Copy of guidance material for the review process (name the file "reviewguidance.pdf.")

ATTACHMENT 11: Research misconduct policy (name the file "researchmisconduct.pdf")

ATTACHMENT 12: Copies of reports from long-term postdoctoral fellows, required only of new applicants, not of applicants currently funded by FPIRI (name the file "reports.pdf")

ATTACHMENT 13: financial overview statement from the institution's most recent annual report (name the file "financialoverview.pdf")

5. Budget Narrative Attachment Form (also known as the Budget Narrative File)—Using this form, attach **only** a copy of the applicant institution's current federally negotiated indirect-cost rate agreement (or an explanation why you are not attaching such an agreement). (See the NEH Grants.gov instructions for institutional applicants, which are available on the program resource page, for additional information.)

Your attachments must be in Portable Document Format (.pdf). 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.

Information on how to confirm that you successfully submitted your application to Grants.gov is available here (PDF). It is your responsibility as an applicant to confirm that Grants.gov and subsequently NEH have accepted your application.

TIMELINE

Until August 22, 2018: Contact Division of Research Programs program officers (at 202-606-8200 or fpiri@neh.gov) with questions and for advice (optional)

July 11, 2018: Applicants that have not registered in the System for Award Management (SAM) and Grants.gov should begin the process by this date

July 25, 2018: Submit draft application (optional) by this date

August 8, 2018: Applicants that have registered in SAM and Grants.gov should verify their registrations by this date

August 22, 2018: Applications must be submitted through and validated by Grants.gov by 11:59 PM on this date

December 2018: Peer review panel takes 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

January 2020: Successful applicants begin the process of selecting their fellows