



NATIONAL ENDOWMENT FOR THE

Humanities

DIVISION OF EDUCATION PROGRAMS

HUMANITIES INITIATIVES AT HISPANIC SERVING INSTITUTIONS

The Humanities Initiatives program makes awards of up to \$100,000. The period of performance ranges from one to three years.

Institutions of higher education that are officially designated as Hispanic Serving Institutions are eligible to apply. For additional information, see the Eligibility section below.

Deadline: July 12, 2019 (for projects beginning February 1, 2020)

Catalog of Federal Domestic Assistance (CFDA) Number: 45.162

Funding Opportunity Number: 20190712-AC

If after reading this document you have questions about this program, contact the staff of NEH's Division of Education Programs at 202-606-2324 and hi@neh.gov. Applicants who are deaf or hard of hearing can contact NEH via Federal Relay (TTY users) at 800-877-8399.

Contents

Contents	2
I. Program Description	3
Projects and their relation to an institution's cultural identity	4
NEH areas of interest	4
Special encouragement in recognition of and preparation for the 250th anniversary of American independence	4
Advancing Civic Education.....	4
Standing Together	4
Protecting our Cultural Heritage.....	5
Providing access to NEH-funded products	5
Copyright information.....	5
Award information	5
Eligibility	5
II. Preparing and Organizing your Application	6
Resources for preparing a strong application	6
Review criteria	7
Application elements	8
SF-424 Application for Federal Assistance – Short Organizational (part of the Grants.gov application package).....	8
1. Table of contents	8
2. Summary	8
3. Narrative.....	8
4. Budget.....	10
5. Appendices.....	13
6. Federally negotiated indirect-cost rate agreement (if applicable)	14
III. Submitting your Application	14
Deadlines for submitting optional draft proposals and applications.....	15
IV. What Happens After the Submission of an Application	15
Review and selection process	15
Information for all applicants and for successful applicants	16
V. Additional Information	16
Contact information for the program and Grants.gov	16
Privacy policy.....	17
Application completion time	17
Application Checklist.....	17
Timeline.....	19

I. Program Description

NEH Humanities Initiatives at Hispanic-Serving Institutions help strengthen the teaching and study of the humanities by developing new humanities programs, resources, or courses, or by enhancing existing ones. Applicants are encouraged to draw on the knowledge of outside scholars who would contribute expertise and fresh insights to the project.

Each project must be organized around a core topic or set of themes drawn from areas of study in the humanities such as history, philosophy, religion, literature, and composition and writing skills. For examples, see the sample project narratives, which are available on the [program resource page](#). Applicants are also encouraged to read the sample project narratives of three closely related programs: [Humanities Initiatives at Historically Black Colleges and Universities](#); [Humanities Initiatives at Tribal Colleges and Universities](#); and [Humanities Initiatives at Community Colleges](#).

This program is authorized by 20 USC §956 *et seq.* Awards are subject to [2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#), and the [General Terms and Conditions for Awards to Organizations \(for grants and cooperative agreements issued December 26, 2014 or later\)](#).

The following is a partial list of projects the program may support:

- **bridge programs** for freshmen, first-generation, at-risk, and/or nontraditional students, and/or secondary-school students;
- **creation or revision of courses** that focus on close reading, analytical writing, and/or effective speaking, including composition courses designed to help students write better;
- **new or enhanced humanities programs**, including new humanities majors, minors, or concentrations (for example, Latinx studies or food studies), honors programs, first-year seminars, culturally-relevant or place-based curricula, and capstone courses;
- **the infusion of humanities learning into professional training** in such fields as business, law, engineering, science, technology, and nursing and medicine;
- **creation of humanities-based curricular pathways** towards graduation and/or transfer to four-year institutions, if applicable;
- **opportunities for faculty members to study together**, in order to improve their capacity to teach the humanities;
- **creation or enhancement of humanities resources** for the purpose of teaching, including oral histories, literature or film, teaching modules, or guidelines on how to use humanities resources in the classroom.
- **development of curriculum-focused digital humanities projects**, including podcasts, mapping tools, or digital resources for distance learning that can be used on- or off-line;
- **partnerships and collaborative projects** in the humanities (for example, dual-enrollment agreements in humanities-based courses for college or high-school students; collaboration with regional museums, libraries, or historical societies to share resources for teaching and learning; or partnering with a school or school system to strengthen K-12 pathways to higher education).

NEH welcomes applications for projects that are modest in scope and duration, as well as applications for expansive, long-term projects.

The Humanities Initiatives program does not support:

- advocacy of a particular program of social or political action;
- promotion of a particular political, religious, or ideological point of view;
- projects supporting specific public policies or legislation;
- projects that center on pedagogical theory and strategies, or on research on educational methods, tests, or measurements;
- work undertaken in pursuit of an academic degree; or
- projects whose focus falls outside the humanities; teaching of basic foreign language skills; the creation or performance of art, creative writing, memoirs, and creative nonfiction, and empirically based social science research or policy studies.

Projects and their relation to an institution's cultural identity

Projects may but do not have to be related to the cultural identity of the applicant institution. For example, a project on ancient Greek drama submitted by a Hispanic-Serving Institution would be fully eligible.

NEH areas of interest

NEH broadly encourages humanities projects related to four agency-wide initiatives that are described in greater detail below: a special encouragement in recognition of and preparation for the 250th anniversary of American independence, Advancing Civic Education, Standing Together, and Protecting our Cultural Heritage. Note, though, that all applications will be given equal consideration in accordance with the program's review criteria.

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

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

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

Advancing Civic Education

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

Standing Together

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

Protecting our Cultural Heritage

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

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. NEH gives preference to those projects that provide free access to the public, when possible. 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](#) (PDF).

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

Successful applicants for NEH Humanities Initiatives may be awarded up to \$100,000. The period of performance may run between twelve and thirty-six months, depending on the project. It must begin on February 1, 2020.

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

Eligibility

Public and nonprofit 501(c)(3) Hispanic-Serving Institutions of higher education are eligible to apply.

To determine whether your institution is eligible, begin by consulting the most recent Eligibility Matrix, compiled by the Department of Education and available [here](#). (Scroll down to the middle of the webpage; then click on “Eligibility Matrix 2018.” The Eligibility Matrix typically appears as the second item under “Tips and Assistance.”)

The Eligibility Matrix is a read-only Excel worksheet that lists data for all potentially eligible postsecondary institutions. First, locate your institution’s name in column A (“Institution Name”). Next, scroll across to look at column AV (“HSI Elig”). If the row for your institution in that column appears green and has a number 5 or 6, you are affiliated with an eligible institution.

Another way to establish the institution's eligibility is by visiting the U.S. Department of Education's Office of Postsecondary Education Institutional Service website, available here: <https://hepis.ed.gov/title3and5/>. Click on "Application for Designation as an Eligible Institution." Then click on "Check Main Campus Eligibility." Enter the name of your institution or OPE ID number. Select your institution and click on "View Eligibility."

Finally, you may establish the institution's eligibility with a 2018 or 2019 letter or other document from the Department of Education, certifying Title V eligibility. Upload a PDF version of the letter or document as part of the application, using Attachment 5.

Individuals and for-profit organizations are not eligible to apply.

Collaboration with other organizations is welcome, but the project director must be currently employed by an eligible institution. Project directors may not simultaneously hold an NEH fellowship.

Applicants may apply to all Humanities Initiatives programs for which they are eligible. For example, a Hispanic-Serving Institution that is also a community college could apply to both the Humanities Initiatives at Hispanic-Serving Institutions program and the Humanities Initiatives at Community Colleges program.

Eligible applicant institutions may submit multiple applications for separate and distinct projects under this announcement. Overlapping project costs between two or more applications for federal funding and/or approved federal award budgets is not permitted.

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

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

II. Preparing and Organizing your Application

Resources for preparing a strong application

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

- read these **guidelines** carefully, noting what information needs to be provided in the application;
- review the **sample narratives**, which are available on the [program resource page](#);
- consult the program's **review criteria**, which are listed immediately below;
- read the **Frequently Asked Questions**, which are available on the [program resource page](#);
- contact the **program staff** (at 202-606-2324 or hi@neh.gov) to discuss your project and raise any questions you may have about the application; and

- submit an optional **draft proposal** (by June 14, 2019), to which program staff will respond with suggestions and advice to make your application more competitive.

Review criteria

Proposals for NEH Humanities Initiatives are evaluated according to four criteria: intellectual quality, design quality, feasibility, and potential for significant impact.

Intellectual quality

The extent to which the proposal:

- a) demonstrates that the project centers on a significant topic in the humanities, engaging important humanities texts and other resources, and drawing on sound scholarship in the humanities;
- b) effectively addresses the pertinent issues of teaching and learning in a way that is clear, free of jargon, and accessible to nonspecialists;
- c) refrains from proposing advocacy and other activities not supported by NEH (listed above); and
- d) indicates that a project incorporating composition and writing also aims to enhance the abilities associated with the study of the humanities, such as critical and analytical thinking and the clear expression of complex ideas

Design quality

The extent to which the proposal provides evidence of well-planned activities described in adequate detail, personnel qualified to carry out their responsibilities, an appropriate evaluation plan, and a reasonable budget suitable to the scope of the project.

Feasibility

The extent to which the proposal shows clear evidence of support for the project by the proposed scholars, consultants, and institution(s) through signed letters of commitment.

Potential for significant impact

The extent to which the proposal:

- a) demonstrates that the project would lead to opportunities for enhanced humanities teaching and learning at the institution;
- b) demonstrates the project's impact beyond the period of performance and indicates, in the narrative and supporting documentation, long-term institutional support for the project;
- c) describes a project scope appropriate to the intended audience; and
- d) includes robust plans for dissemination to a wider audience, as appropriate.

As noted earlier, applicants are encouraged to contact program officers, who can offer advice about preparing the proposal. NEH staff will also review proposal drafts if they are submitted by June 14, 2019. The program cannot guarantee that it will respond to late-arriving drafts.

Although this preliminary review is not part of the formal review process and has no bearing on the final outcome of the proposal, previous applicants have found it helpful in strengthening their applications.

The submission of proposal drafts is optional; if you choose to submit one, send it as an attachment to hi@neh.gov.

Once an applicant formally submits an application, NEH will not comment on its status except with respect to issues of completeness and eligibility.

Application elements

SF-424 Application for Federal Assistance – Short Organizational (part of the Grants.gov application package)

You can find information about this form in the instructions for submitting an application to Grants.gov. To access the instructions, go to the [program resource page](#) and click on the down arrow across from the words “Step 2.”

In section 6.a Project Title, 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. You can find guidance for writing a good title in the Frequently Asked Questions, which are available on the [program resource page](#).

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

In addition to the SF-424 Short Organizational form, your application should consist of the following six parts: the table of contents, a summary, a narrative, a budget, appendices, and (if applicable) a federally negotiated indirect-cost rate agreement.

1. Table of contents

Include all parts of the application, with page numbers. Pages should be numbered consecutively through all sections, including the appendices.

2. Summary

Provide a single-spaced summary of the narrative (no longer than one page).

3. Narrative

The narrative—an extended discussion of the project's content, activities, and intended impact on students, faculty, and the institution—is the most important part of the application. Limit the narrative to ten double-spaced pages with one-inch margins and a font size no smaller than twelve points. Include the following sections.

Intellectual rationale

Identify the core topic or set of themes that the project will address, and the intended audience that it will reach, including the estimated size of that audience (for example, the number of

students and faculty members). Explain why the topic is important, and how the project will improve the quality of humanities teaching and learning at your institution.

Content and activities

Describe the project's humanities content in detail, discussing the topics that will be explored. Describe the project activities and the texts and resources to be used, and explain why they were chosen. Use an appendix to provide a plan of work, a list of readings and other resources, and a schedule of activities.

Project personnel

Identify the project director(s), members of the project team, and any external contributors to the project, such as visiting scholars, consultants, and (if applicable) community partners and other institutions participating in the project. Define their roles and state their qualifications.

Institutional context

Briefly situate the humanities at your institution. Describe its humanities programs, curricular history, students, faculty, and resources (for example, library, archival, or museum holdings) available for humanities study. Briefly show how the resources support the project.

Describe any previous efforts to address the objectives of the project. If the proposal is related to a project previously funded by NEH, describe how the current effort builds on past work, and include in an appendix an evaluation of the initial project.

If you plan to cooperate with other institutions, briefly describe their role and how the resources of the participating institution(s) support the project. Describe any previous collaboration with each of them.

Follow-up and dissemination

Describe the anticipated long-term impact of the project (including quantitative information, such as the expected increase in student enrollment) and any follow-up activities planned to take place after the period of performance. If digital materials will be developed, describe arrangements for maintaining them after the end of the period of performance.

Show how you will disseminate project outcomes to a wider audience beyond your institution: for example, by sharing your curricular model with other faculty at a local/regional workshop, making a professional conference presentation, or publishing your findings in a digital or print format.

Evaluation

Explain how you will assess the project both during and after the period of performance. Define the benchmarks for evaluating ongoing activities and the criteria for assessing the outcomes of the project. Incorporate quantitative measures, such as the number of new or revised courses, student participation in new humanities majors or minors, extent of student engagement, enrollment data, and faculty development results.

External evaluation is not required for NEH Humanities Initiatives projects.

4. Budget

Complete the budget form. You can find links to the budget form and sample budget on the sidebar of the [program resource page](#). As needed, attach separate pages with notes to explain any of the budget items in more detail.

Applicants are welcome to use voluntary cost sharing for projects in which the total costs exceed the amount provided 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. Do not, however, include voluntary cost sharing in sections 1 - 9 of your application budget.

The following is additional guidance for preparing your budget:

Item 1: Salaries and wages

List all project personnel employed by your institution. Include the position title, name (if possible), percent of full time equivalent or total number of hours charged to the project. Calculations for faculty compensation must conform to [2 CFR §200.430](#) and the policies of the institution. Commonly, the budget includes a percentage of academic year or annual institutional base salary (IBS) for those faculty members participating in the project. IBS is defined as the annual compensation paid by an institution of higher education (IHE) for an individual's appointment, whether that individual's time is spent on research, instruction, administration, or other activities. Charges to all federal awards, including NEH grants, should not exceed the proportionate share of the IBS. Such amounts may be used to release faculty members from normal duties for a specified amount of time not to exceed one course per quarter or semester. See [2 CFR §200.430](#) for regulations regarding extra service pay, intra-IHE consulting, and charges for work during periods not included in the base salary period. In no case, however, may this award support replacement teachers or pay faculty members for performing their regular duties. Compensation for support staff may be calculated as a percentage of salary or based on an hourly rate.

Item 2: Fringe benefits

Fringe benefits are allowances and services provided by employers 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. See [2 CFR §200.431](#) for additional information.

Item 3: Consultant fees and honoraria

List individuals not employed by your institution who will contribute to the project. The honoraria for visiting scholars and other consultants typically range from \$350 to \$750 per person per day or up to a maximum of \$3,750 per person per week, not including travel and subsistence costs. Travel and subsistence costs should be entered under budget Item 4.

If the project is a collaboration with one or more institutions of higher education, faculty not employed by your institution may be participants (rather than visiting scholars, consultants, or session leaders) in such activities as faculty development workshops or study groups. Payment to faculty not employed by the applicant institution must comply with [2 CFR §200.459](#) (or [2 CFR §200.430](#) if such faculty payments are part of a subaward to a partnering institution of higher education).

Item 4: Travel

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, including participant travel, in conformity with [2 CFR §200.474](#) and institutional policy.

For further information on travel requirements, please see the articles on Travel Costs (section 9) and Foreign Travel (section 10) in the [General Terms and Conditions for Awards](#).

Item 5: Supplies and materials

List all consumable project supplies and materials to be purchased with NEH funds. Eligible items include supplies costing \$5,000 or less per unit, such as laptops, tablets, 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 8 below). See also the list of “Inadmissible Budget Items” below.

Item 6: Subawards

For any outsourced work, include third-party subawards or vendor contracts in this item. Attach a clear explanation of the purpose of each contract or subaward, how the costs were estimated, and the specific contract or subaward deliverables. Please do not provide line item details on proposed contracts. Instead you should explain the basis for your cost estimate for the contract. Award recipients are responsible for ensuring that their organization or institution has in place an established and adequate procurement system with fully developed written procedures for awarding and monitoring all contracts or subawards. Award recipients must notify potential subrecipients that entities receiving subawards must be registered in the System for Award Management (SAM). Potential subrecipients must provide the award recipient with their DUNS number.

Recipients and subrecipients must adhere to the procurement standards set forth in [2 CFR §§200.317 – 326](#).

Item 7: Other costs

Include the cost of duplication and printing, long-distance telephone charges and postage, rental of films and equipment, technical support, rental of buses and vans for site visits, and 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.

Consistent with [Executive Order 13788](#) (“Buy American and Hire American”), grantees and subrecipients who purchase equipment and products costing \$10,000 or more per unit with grant funds should purchase only American-made equipment and products. This encouragement does not apply to commercial information technology.

Item 8: Indirect costs

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 its 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 use the de minimis rate of 10 percent of modified total direct costs (MTDC). If chosen, this 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 your institution has a current federally negotiated indirect cost rate, please indicate on the budget form the appropriate rate, the base, the name of the agency with which you negotiated, and the date of that agreement.

Note: Except as provided in paragraph (c)(1) of [2 CFR §200.414](#) Indirect (F&A) costs, federal agencies must use the negotiated rates in effect at the time of the initial award throughout the life of the federal award. Award levels may not be adjusted in future years as a result of changes in negotiated rates. Except as provided in [2 CFR §200.414](#) Indirect (F&A) costs, when an educational institution does not have a negotiated rate with the federal government at the time of an award (because the educational institution is a new recipient or the parties cannot reach agreement on a rate), the provisional rate used at the time of the award must be adjusted once a rate is negotiated and approved by the cognizant agency for indirect costs. If the recipient fails to negotiate an indirect cost rate applicable to the period of performance within the period of performance, indirect costs may be disallowed.

Organizations that wish to include indirect (F&A) charges in the budget but have **never** had a federally negotiated indirect cost rate may choose one of the following options:

- 1) direct cost all expenses;
- 2) submit an indirect cost proposal to their cognizant federal agency to negotiate a rate with the federal government within three months of the effective date (period of performance start date) of the award (subrecipients may negotiate a rate with the recipient consistent with the requirements outlined in [2 CFR §200.414](#)); or

- 3) per [2 CFR §200.414\(f\)](#), the applicant may charge a de minimis rate of 10 percent of modified total direct costs (MTDC)

Per [2 CFR §200.68](#), MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000. If you choose one of these three options, please indicate on the budget form which option you are choosing.

Inadmissible budget items

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

- the cost of replacement teachers or compensation for faculty members performing their regular duties;
- the rental of recreational facilities and costs related to social events such as banquets, receptions, and entertainment;
- tuition fees for participants;
- lobbying; 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 on the budget form.

5. Appendices

Use appendices to provide the following materials:

- the plan of work, a schedule of activities, and a list of readings and other resources for the project;
- résumé(s) (no longer than five pages each) for the project director(s), and brief résumés or biographies (no longer than two pages each) for other key project staff members, scholars, and consultants (please include English translations of any résumés or biographies not in English);
- up-to-date letters or e-mails of commitment and support from key project staff members, scholars, consultants, and (if applicable) community partners and other participating institutions, describing their anticipated contributions to the project (form letters are not recommended; please include English translations of any letters or e-mails not in English);
- a letter indicating long-term support for the project from a member of the leadership at your institution (such as the president, a provost, or a dean);
- a one-page appendix providing a brief overview of your institution, including key institutional data, such as the number of faculty, the number of departments, graduate programs (if applicable), student enrollments, etc.;
- an evaluation of the initial project, if the proposal is related to a project previously funded by NEH;
- if applicable, screen shots or links to digital samples; and

- if applicable, a 2018 or 2019 letter or other document from the Department of Education, certifying Title V eligibility.

Include only relevant information concisely presented. Each appendix should be identified clearly and listed in the table of contents. Remember that pages should be numbered consecutively through all sections, including the appendices.

Projects proposing a digital component (for example, a website, app, database, or virtual collection) may wish to provide samples that demonstrate the proposed component and its relationship to the goals of the project. Applicants must include such samples (for example, screen shots or URLs linking to the samples) as a PDF in an appendix.

The proposal narrative should refer to items included in the appendices, including, if relevant, samples of digital work.

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

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

Use the Application Checklist to verify completion of all parts of the application.

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/sam>)
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. As of February 2, 2019, you will be required to review and agree to the Financial Assistance Representations and Certifications when registering or renewing in SAM.gov. These are a common set of certifications and representations required by federal statutes or regulations in accordance with Title 2 of the Code of Federal Regulations. 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](#). (You can find the instructions by clicking on the down arrow across from Step 2.)

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

Deadlines for submitting optional draft proposals and applications

Draft proposals (optional): Program staff recommends that prospective applicants submit draft proposals by June 14, 2019. Time constraints may prevent staff from reviewing draft proposals submitted after that date. Staff comments in response to draft proposals are not part of the formal review process and have no bearing on the final outcome of the proposal, but previous applicants have found them helpful in strengthening their applications. Drafts should be submitted to hi@neh.gov.

Applications must be received and validated by Grants.gov by 11:59 PM Eastern Time on July 12, 2019. 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](#). 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 late December 2019. Institutional grants administrators and project directors of successful applications will receive award documents by e-mail in January 2020. 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 proposals by sending an e-mail message to hi@neh.gov.

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 Education Programs
National Endowment for the Humanities
400 Seventh Street, SW
Washington, DC 20506
202-606-2324
hi@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: www.grants.gov
Grants.gov help desk: support@grants.gov
Grants.gov training resources and videos:

<https://www.grants.gov/web/grants/applicants/applicant-training.html>
Grants.gov support line: 1-800-518-GRANTS (4726)

Privacy policy

Information in these guidelines is solicited under the authority of the National Foundation on the Arts and Humanities Act of 1965, as amended, 20 U.S.C. 956 *et seq.* The principal purpose for which the information will be used is to process the application. The information may also be used for statistical research, analysis of trends, and Congressional oversight. Failure to provide the information may result in the delay or rejection of the application.

Application completion time

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

Please send any comments regarding the estimated completion time or any other aspect of this application, including suggestions for reducing the completion time, to the Chief Guidelines Officer, at guidelines@neh.gov; the Office of Publications, National Endowment for the Humanities, Washington, DC 20506; and the Office of Management and Budget, Paperwork Reduction Project (3136-0134), Washington, DC 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.
- ☐ 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 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: Summary (name the file “summary.pdf”)

ATTACHMENT 3: Narrative (name the file “narrative.pdf”)

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

ATTACHMENT 5: Appendices (name the file “appendices.pdf”)

- ☐ a plan of work, a schedule of activities, and a list of readings and other resources for the project;
- ☐ résumé(s) (no longer than five pages each) for the project director(s), and brief résumés or biographies (no longer than two pages each) for other key project staff members, scholars, and consultants (please include English translations of any résumés or biographies not in English);
- ☐ up-to-date letters or e-mails of commitment and support from key project staff members, scholars, consultants, and (if applicable) community partners and other participating institutions, describing their anticipated contributions to the project (form letters are not recommended; please include English translations of any letters or e-mails not in English);
- ☐ a letter indicating long-term support for the project from a member of the leadership at your institution (such as the president, a provost, or a dean);
- ☐ a one-page appendix providing a brief overview of your institution, including key institutional data, such as the number of faculty, the number of departments, graduate programs (if applicable), student enrollments, etc.;
- ☐ an evaluation of the initial project, if the proposal is related to a project previously funded by NEH;
- ☐ if applicable, a 2018 or 2019 letter or other document from the Department of Education, certifying Title V eligibility; and
- ☐ if applicable, screen shots or links to digital samples.

ATTACHMENT 6: Federally negotiated indirect-cost rate agreement, if applicable (name the file “agreement.pdf”)

Your attachments must be in Portable Document Format (.pdf). Make sure that all files in formats other than PDF (images, Word or Excel files, etc.) have been properly saved as PDF files. Do not simply rename your non-PDF files with PDF extensions. If an attachment contains multiple PDFs, you must merge those documents into a single PDF. Do not attach a zip file containing multiple PDFs.

Visit Grants.gov’s Adobe Software Compatibility page to verify the compatibility of your current software or to download the appropriate version at <https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>. Even if you choose to complete the online webforms in Workspace, you will need to convert the files that you will attach (to the Attachments Form and the Budget Narrative Attachment Form) into

PDFs. If you have a problem installing Adobe Reader, it may be because you do not have permission to install a new program on your computer. Many organizations have rules about installing new programs. If you encounter a problem, contact your system administrator.

Upload your application to Grants.gov. NEH **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.

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

Timeline

Until July 12, 2019: Contact Division of Education Programs program officers (at 202-606-2423 or hi@neh.gov) with questions and for advice (optional)

June 1, 2019: Applicants that have not registered in the System for Award Management (SAM) and Grants.gov should begin the process no later than this date

June 14, 2019: Submit draft proposal (optional) by this date

June 29, 2019: Applicants that have registered in SAM and Grants.gov should verify their registrations by this date

July 12, 2019: Application must be submitted through and validated by Grants.gov by 11:59 p.m. Eastern Time on this date

September 2019: Peer review panels take place

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

Late December 2019: Applicants are notified of the funding decisions

January 2020: Institutional grants administrators and project directors of successful applications receive award documents from the NEH Office of Grant Management by e-mail

February 1, 2020: Successful applicants begin work on their projects