



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.

The only eligible applicants are institutions that are officially designated as Hispanic-Serving Institutions. For additional information, see the Eligibility section below.

**Deadline: July 19, 2018 (for projects beginning January 1, 2019)**

Catalog of Federal Domestic Assistance (CFDA) Number: 45.162

Funding Opportunity Number: 20180719-AB

If after reading this document you have questions about this program, contact the staff of NEH's Division of Education Programs at 202-606-8471 and [hi@neh.gov](mailto:hi@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 .....	3
Projects and their relation to an institution’s cultural identity .....	4
NEH areas of interest.....	4
Standing Together .....	4
Protecting our Cultural Heritage.....	4
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
III. Submitting your Application .....	16
Deadlines for submitting optional draft proposals and applications.....	17
IV. What Happens After the Submission of an Application .....	17
Review and selection process .....	17
Information for all applicants and for successful applicants.....	17
V. Additional Information .....	18
Contact information for the program and Grants.gov .....	18
Privacy policy .....	18
Application completion time.....	19
APPLICATION CHECKLIST .....	19
TIMELINE .....	21

## 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.

### **NEH Humanities Initiatives may**

- develop or substantially enhance bridge programs for first-year, first-generation, at-risk, and/or nontraditional students;
- create or revise courses that focus on close reading, analytical writing, and/or effective speaking, and/or practical composition courses designed to help students write better;
- support new humanities programs (which may include but are not limited to honors programs, new humanities minors, first-year seminars, first-year seminars, and capstone courses), and enhance existing ones;
- infuse humanities learning into professional training (in such fields as business, law, engineering, science, technology, and nursing and medicine);
- create or improve humanities-based curricular pathways towards graduation and/or transfer to four-year institutions;
- create opportunities for faculty members to study together, in order to improve their capacity to teach the humanities;
- help institutions create or enhance humanities resources for teaching, such as oral histories and historical or literary collections (projects incorporating podcasts, mapping tools, and other digital components are especially encouraged); and

- support collaborative projects in the humanities between the applicant institution and another institution, such as a college or university, a school or school system, a museum or library, or a historical or cultural society.

### 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; or
- projects whose focus falls outside the humanities (including 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 two agency-wide initiatives that are described in greater detail below: 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 (listed below, in Section II of these guidelines), whether or not they respond to the Standing Together initiative or focus on lost or imperiled cultural heritage materials.

#### 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](#).

## 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 January 1, 2019.

## Eligibility

This program accepts applications from public and nonprofit 501(c)(3) Hispanic-Serving Institutions of higher education.

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 2017 or 2018 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 from an eligible institution.

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 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 202-606-8471 or [hi@neh.gov](mailto: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 7, 2018), 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 three general criteria: intellectual quality, design quality, 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; indicates that composition topics (if applicable) aim to enhance skills typically associated with this area of study, such as the development of analytical thought and the clear expression of ideas; c) effectively addresses the pertinent issues of teaching and learning in its subject area in the humanities in a way that is clear, free of jargon, and accessible to nonspecialists; and d) refrains from proposing advocacy and other activities not supported by NEH (listed above).

- **Design quality**

- The extent to which the proposal a) provides evidence of well-planned activities described in adequate detail, personnel qualified to carry out their responsibilities, an appropriate evaluation plan, and a reasonable project budget; and b) includes letters or e-mails from scholars, other consultants, and collaborating institutions that show evidence of commitment to, support for, and anticipated contributions to the project.

- **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; b) provides convincing evidence of the project's impact beyond the period of performance and indicates, in the narrative and supporting documentation, long-term institutional support for the project; and c) includes robust plans for dissemination to a wider audience.

As noted earlier, applicants are encouraged to contact program officers, who can offer advice about preparing the proposal and review proposal drafts that are submitted by June 7, 2018. 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](mailto: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

Your narrative should include a project title not to exceed 125 characters (including spaces and punctuation). Successful grant proposals will typically have titles that are descriptive of the project, substantive, and free of specialized language. Your title should match the title provided in section 6.a. of the SF-424 Application for Federal Domestic Assistance – Short Organizational (part of the Grants.gov application package). Most importantly, your title should be easily understood by the general public. NEH reserves the right to retitle funded projects for clarity when announcing its funding decisions and in its own reports and communications, but recipients are permitted to use their preferred title for any award products. You can find guidance for writing a good title in the Frequently Asked Questions, which are available on the [program resource page](#).

An application consists of the following five parts: the table of contents, a summary, a narrative, a budget, and appendices.

### 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). In addition, submit an abridged version of the summary (limited to a thousand characters, including spaces) to include in the Project Description field (6.b.) of the SF-424 Application for Federal Domestic Assistance – Short Organizational (part of the Grants.gov application package).

### 3. Narrative (including statement of eligibility)

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 topic 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 (for example, the final narrative report).

If you plan to cooperate with other institutions, briefly describe 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.

Outside evaluation is not required for NEH Humanities Initiatives projects.

- **Statement of eligibility**

Conclude the narrative by confirming that your institution is a Hispanic-Serving Institution. **You must do so by making one of the following statements:** 1) “[Institution name] is a Hispanic-Serving Institution, as determined by the most recent Eligibility Matrix compiled by the Department of Education, column AV (“HSI Elig”); 2) “[Institution name] is a Hispanic-Serving Institution, as indicated by the Department of Education’s Application for Designation as an Eligible Institution web page”; OR 3) “A letter or other document from the Department of Education, confirming [institution name’s] current status as a Hispanic-Serving Institution is provided in this application as an appendix.” (To use statement 1, your institution must be listed as eligible in the Department of Education’s most recent Eligibility Matrix. If the row for your institution in column AV, “HSI Elig,” appears green and has the number 5 or 6, your institution is eligible.)

#### 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](#). If you wish, you may attach separate pages with notes to explain any of the budget items in more detail.

Applicants may include in their budgets funds to pay for travel expenses and honoraria for guest scholars and visiting consultants, books and other materials, modest purchases of computers and other materials directly related to the project, logistical support, staff salaries during project pilot phases, and release time for the project director. Applicants should also include in their budgets remuneration for project participants, based on their involvement in and contribution to the project.

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 may 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 §200.430.

- **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.

The budget must include travel expenses (airfare, lodging, per diem, parking, etc.) for a one-day meeting at NEH's offices in Washington, DC. All project directors must attend that meeting. The meeting will be held only once and will take place in the first year of the requested period of performance. Other project leaders may wish to attend the meeting; if so, their expenses should also be detailed here if the costs will be charged to the award.

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](#) and [Foreign Travel](#) 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: Services**

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.

- **Item 8: Indirect costs (overhead)**

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

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

- **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; and
- if applicable, a 2017 or 2018 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.

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 (<http://www.dnb.com/duns-number.html>)
2. System for Award Management (SAM) (<https://www.sam.gov>)
3. Grants.gov (<http://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. You can review your organization's SAM registration [here](#). You must provide an original, signed notarized letter stating that you are the authorized Entity Administrator for the entity associated with the DUNS number in order to renew your registration or change your banking information. **We strongly recommend that you verify the status of your SAM registration at least two weeks before the application deadline.**

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

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

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

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

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

## Deadlines for submitting optional draft proposals and applications

Draft proposals (optional): Program staff recommends that prospective applicants submit draft proposals by June 7, 2018. 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](mailto:hi@neh.gov).

**Applications must be received and validated by Grants.gov by 11:59 PM Eastern Time on July 19, 2018.** Grants.gov will date- and time-stamp your application after it is fully uploaded. Applications submitted after that date will not be accepted.

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

### Review and selection process

Knowledgeable persons outside NEH will read each application and advise the agency about its merits. NEH staff comments on matters of fact or on significant issues that otherwise would be missing from these reviews, then makes recommendations to the National Council on the Humanities. The National Council meets at various times during the year to advise the NEH chairman. The chairman takes into account the advice provided by the review process and, by law, makes all funding decisions. More details about NEH's review process are available [here](#).

Prior to making an award, NEH will conduct a risk assessment of successful applicants, consistent with Administrative Requirements set forth in 2 CFR [§200.205](#). (See below the next heading for more information about the Office of Management and Budget's Administrative Requirements, which NEH has implemented.) This assessment guards against the risk that federal financial assistance might be wasted, used fraudulently, or abused. Based on its risk assessment, NEH will include in the award documents specific conditions designed to mitigate the effects of the risk.

### Information for all applicants and for successful applicants

Applicants will be notified of the decision by e-mail in December 2018. Institutional grants administrators and project directors of successful applications will receive award documents by e-mail in January 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 proposals by sending an e-mail message to [hi@neh.gov](mailto:hi@neh.gov).

In December 2014 NEH adopted without exception 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 grant 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 Education Programs  
National Endowment for the Humanities  
400 Seventh Street, SW  
Washington, DC 20506  
202-606-8471  
[hi@neh.gov](mailto:hi@neh.gov)

Grants.gov: [www.grants.gov](http://www.grants.gov)  
Grants.gov help desk: [support@grants.gov](mailto: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](mailto: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 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: 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 2017 or 2018 letter or other document from the Department of Education, certifying Title V eligibility

- If applicable, screen shots or links to digital samples

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 NEH’s Grants.gov instructions for applicant organizations, which are available on the [program resource page](#), for additional information.)

**Do not attach your application budget to the Budget Narrative Attachment Form; instead you must attach it to the Attachments Form (see above in the Application Checklist), as attachment 4.**

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](mailto:support@grants.gov).

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

## TIMELINE

**Until July 19, 2018:** Contact Division of Education Programs program officers (at 202-606-8471 or [hi@neh.gov](mailto:hi@neh.gov)) with questions and for advice (optional)

**June 7, 2018:** Submit draft proposal (optional) by this date

**June 7, 2018:** Applicants that have not registered in the System for Award Management (SAM) and Grants.gov should begin the process no later than this date

**July 5, 2018:** Applicants that have registered in SAM and Grants.gov should verify their registrations by this date

**July 19, 2018:** Application must be submitted through and validated by Grants.gov by this date

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

**November 2018:** Meeting of the National Council on the Humanities, followed by funding decisions

**December 2018:** Applicants are notified of the funding decisions

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

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

**February 2019:** Project directors travel to Washington DC for the project directors' meeting