



NATIONAL ENDOWMENT FOR THE
Humanities

OFFICE OF **DIGITAL HUMANITIES**

**HUMANITIES OPEN BOOK
PROGRAM**

FREQUENTLY ASKED QUESTIONS

Since some projects will be funded by NEH and some by Mellon, how will this affect indirect costs?

When filling out your budget spreadsheet, you should use your federally negotiated indirect-cost rate (if you have one) to determine your indirect costs. You will then list both your direct and indirect costs, taking care to ensure that the total amount requested does not exceed the grant maximum of \$250,000. (Applicants may propose budgets exceeding \$250,000 but must themselves defray any costs above \$250,000 by means of voluntary cost sharing.) Should you receive an award from NEH, you will receive funds to cover both direct and indirect costs. Should you receive an award from Mellon, in accordance with longstanding Mellon policy you will receive funds only for the direct costs.

I understand that the EPUB ebook must be available for free download via one of the Creative Commons licenses. What about other formats?

Our base requirement is that the press produce an EPUB 3.1 ebook with a Creative Commons (CC) license, making that book free for downloading forever, in accordance with the terms of the chosen CC license. The book should be formatted using the current version of EPUB (version 3.1 as of this writing). We would expect most applicants also to produce other versions that also have Creative Commons licenses for the convenience of readers (for example, PDF, KF8/AZW3 for Kindle, etc.). However, the applicant is entitled to charge a fee for any versions beyond the EPUB. Fees may also be charged for print-on-demand or other value-added editions.

What if we receive an award and we later learn that we are unable to secure the rights to one of the books we proposed to digitize?

If you are unable to secure the rights and one (or some) of your proposed books can't be digitized, that is acceptable. We realize that when you submit the proposal you can't anticipate every rights issue that you might encounter. You may find that in some cases the copyright owner can't be located or simply doesn't wish the book to be digitized and made freely available. In other cases, you may discover that the costs of securing the right to a given title are simply too high. In such cases, you need not digitize the books.

May a non-U.S. institution or organization apply for a grant?

The Humanities Open Book Program does not provide support to foreign institutions or organizations. However, American institutions may apply to undertake cooperative projects involving U.S. and foreign individuals or organizations. If you are interested in submitting an application for a project involving international collaborators, please consult beforehand with the staff of the Office of Digital Humanities.

May the project director also serve as the institutional grant administrator?

No. The project director may not serve as the institutional grant administrator. The role of the project director must be distinguished from that of the institutional grant administrator, who functions as the representative of the recipient organization with authority to act on the organization's behalf in matters related to the administration of the award. All financial reports and prior approval requests such as budget revisions, extensions of the period of performance, and changes in key personnel must be signed or countersigned by the institutional grant administrator. Similarly, official correspondence from NEH to a recipient (for example, an offer letter, the award document, an extension, a supplement or amendment) is addressed to the institutional grant administrator and copied to the project director. The project director is the person directly in charge of the conduct of the funded project. Because the project director's involvement in the project is normally critical to its success, the replacement of the project director or the co-director or a substantial reduction in the level of their effort (for example, an unanticipated absence for more than three months, or a 25 percent reduction in the time devoted to the project) requires prior written approval from NEH.

What is the process for determining which recommended applications will be funded by NEH and which by Mellon?

All the proposals are reviewed and given grades by a panel of experts outside of NEH and Mellon. Once this panel is completed, NEH and Mellon staffs will review the top applications and divide them up between NEH and Mellon to go on to the next stage of funding. We generally try to divide them up so that both funders have a good balance of projects from both a geographic and topical perspective. Projects that have received previous awards in the program will likely be funded again by the same organization, in order to provide continuity to the project team.

Will the programmatic and/or compliance requirements differ depending on whether NEH or Mellon issues my award?

Yes, while both NEH and Mellon are using a shared process for applying to this program, should you ultimately receive an award, you will need to follow any NEH or Mellon specific programmatic and compliance requirements, depending on which funder provides the award.