NATIONAL ENDOWMENT FOR THE Humanities

DIVISION OF **PRESERVATION AND ACCESS**

NATIONAL DIGITAL NEWSPAPER PROGRAM

Deadline: January 15, 2019 (for projects beginning September 2019)

Catalog of Federal Domestic Assistance (CFDA) Number: 45.149

Funding Opportunity Number: 20190115-PJ

If after reading this document you have questions about this program, contact the staff of NEH's Division of Preservation and Access at preservation@neh.gov and 202-606-8570. Applicants who are deaf or hard of hearing can contact NEH via Federal Relay (TTY users) at 800-877-8399.

Technical questions should be directed to the Library of Congress at ndnptech@loc.gov. Technical documentation of the current phase of the program is available at http://www.loc.gov/ndnp/.

Contents

I. Program Description

The National Digital Newspaper Program (NDNP) is a partnership between NEH and the Library of Congress to create a national digital resource of historically significant newspapers published between 1690 and 1963, from all the states and U.S. territories. This searchable database will be permanently maintained at the Library of Congress (LC) and will be freely accessible via the Internet. (See the Chronicling America: Historic American Newspapers website.) An accompanying national newspaper directory of bibliographic and holdings information on the website directs users to newspaper titles available in all types of formats. During the course of its partnership with NEH, LC will also digitize and contribute to the NDNP database a significant number of newspaper pages drawn from its own collections.

Forty-six states and one territory have joined the NDNP so far. Previous award recipients include Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Puerto Rico, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, and Wisconsin.

NEH intends to support projects in all states and U.S. territories. **Awards are made to an organization within each U.S. state or territory, which typically collaborates with relevant state partners in this effort**. After their initial NDNP awards, state partners are encouraged to seek second and third awards, to produce a total of approximately 300,000 pages of digitized newspapers per state. Awardees may receive support for continued work beyond the third award, but the program gives priority to applications from those states and territories that have not received NDNP funding—as well as applications from states and territories that have received fewer than three awards.

Applications that involve collaboration between previously funded and new projects are also welcome. Such collaborations might involve, for example, arranging with current awardees to manage the creation and delivery of digital files; offering regular and ongoing consultation on managing aspects of the project; or providing formal training for project staff at an onsite institute or workshop. NDNP has supported such collaborations between the following partners: Arkansas and Mississippi; Florida and Puerto Rico; Louisiana and Mississippi; Minnesota and Iowa; Minnesota and North Dakota; Minnesota and South Dakota; Montana and Idaho; Texas and New Mexico; Texas and Oklahoma; and Virginia and West Virginia.

Over a period of two years, successful applicants will select newspapers—**published in their state or territory between 1690 and 1963**—and convert approximately 100,000 pages into digital files (preferably from microfilm), according to the technical guidelines (PDF) outlined by the Library of Congress. Applicants may select only those titles that are confirmed to be in the public domain. For newspapers published after 1922, only those published without copyright or for which the copyright was not registered or renewed by 1963—in other words, only those considered to be in the public domain—are eligible for selection. Please note that awardees wishing to select titles for digitization that were published after 1922 must adhere to a condition of award according to which the recipient will indemnify the Library of Congress and NEH.

Applicants may select titles published in any language with a valid ISO 639-2 language code. Newspapers with valid language codes will be included in the searchable database maintained at the Library of Congress. Search engine support may vary by language, as detailed in the Library of Congress technical guidelines.

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.

The NDNP will not support

- the digitization of serials that do not fit the definition of "newspaper" used by the Library of Congress ("A newspaper is a serial publication, appearing usually at least weekly, which serves as a primary source of information on current events of general interest."), and of serials that are not described as newspapers in associated CONSER (Cooperative Online Serials) bibliographic records;

- the digitization of newspapers that fall outside the 1690-1963 chronological span;

- the digitization of newspapers that are not confirmed to be in the public domain; or

- the costs of repurposing the newspapers created through NDNP, including enhancement of the files, creation of an interface, and preservation of the digital assets.

NDNP awards will also not support

- promotion of a particular political, religious, or ideological point of view;

- advocacy for a particular program of social or political action;

- support of specific public policies or legislation;

- lobbying; or

- projects that fall outside of the humanities; the creation or performance of art; creative writing, memoirs, and creative nonfiction; and empirically based social science research or policy studies.

NDNP builds on the foundation established by an earlier NEH initiative conducted from 1982 to 2011: the United States Newspaper Program (USNP). The USNP was a cooperative national effort to locate, catalog, and preserve on microfilm American newspapers published from the eighteenth century to the present. Projects in all fifty states, the District of Columbia, Puerto Rico, and the Virgin Islands collaborated to provide bibliographic control to widely scattered newspapers and preserved on microfilm (to consistent national standards) selected titles from this vulnerable corpus. LC provided technical assistance for USNP throughout its existence.

Award information

NEH expects to award cooperative agreements as new awards or competitive supplements of up to $325,000 each for a two-year period.

Funding is provided in the form of a cooperative agreement. A cooperative agreement, as opposed to a grant, is an award instrument where substantial programmatic involvement is anticipated between NEH and the recipient during the period of performance.

In collaboration with NEH staff, who will be assisted by LC technical advisors, the recipient will perform all tasks needed for the continued development of *Chronicling America*. **Recipient responsibilities will include the following**:

a.   establishment of an advisory board responsible for applying selection criteria for digitization to state newspaper titles published from 1690 through 1963 now in the public domain;

b.   compilation of a list of newspapers selected for the project containing information about each title, its geographic and chronological coverage, its LCCN (Library of Congress Control Number) identifying number, estimated number of pages to be digitized, number of reels (LC to supply barcode for each reel), and confirmed public domain status;

c.   evaluation and documentation of copyright status for any material published post-1922. Only material published without copyright or with a copyright not registered or renewed before 1964 (and therefore considered to be in the public domain) is eligible for selection;

d.   technical analysis of available microfilm for optimal scanning of the selected titles (the format of analysis that was provided in the technical specifications of the guidelines);

e.   development of a production schedule with an agreed-upon timetable for sample and final files;

f.   submission of a minimum of 100,000 pages of digitized newsprint and associated files according to the NDNP technical specifications;

g.   creation of a summary description (a maximum of 500 words each) of the scope, content, and significance of each digitized newspaper title; title descriptions should be delivered simultaneously with the associated assets;

h.   surveying digital newspapers in the state in order to identify open-access (free) digital titles that are not included in the NDNP (a spreadsheet format to conduct this survey to be provided by LC);

i.   updating bibliographic records of digitized titles in WorldCat to ensure CONSER authentication and conformity with current cataloging practices for US newspapers;

j.   submitting all deliverables to LC for review of conformance with the program's technical guidelines and subsequent NEH review (instructions for delivery will be provided);

k.   for projects that involve digitizing newspapers dated after 1922, and to the extent permitted by law, the recipient will indemnify the United States (and its licensees and assigns) against all claims, damages, liabilities, losses, costs, and expenses (including reasonable attorney's fees) arising out of or caused by recipient's breach of any warranty or agreement contained in this cooperative agreement; and

l.   attendance at an initial workshop and annual program meetings or workshops in the Washington DC area.

In collaboration with the recipient, and in consultation with technical advisors at LC, **NEH responsibilities will include the following**:

a.   convening an initial workshop for recipients and subsequent program meetings or workshops;

b.   consultation regarding the final selection of titles;

c.   consultation regarding the production schedule for sample and final files;

d.   consultation regarding the required sample of digital assets (TIFF, OCR output, PDF, JP2, and metadata) to ensure compliance with the LC's technical specifications for the program; and

e.   ensuring LC review of all updated bibliographic records of digitized titles in WorldCat to ensure CONSER authentication and conformity with current cataloging practices for US newspapers.

LC staff will verify that the digital files comply with the technical specifications for the program, before they are incorporated into the NDNP database.

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

Successful applicants will receive an award in outright funds, federal matching funds, or a combination of the two, depending on the applicant's preference and the availability of NEH funds.

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

Cost sharing

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

As a matter of policy, the NDNP program generally supports only 80 percent of total project costs (direct and indirect). Applicants must demonstrate that at least 20 percent of the total project costs will be met with cost sharing.

Applicants are welcome to use voluntary cost sharing for projects in which the total budget exceeds the NEH award and the required 20 percent cost share. Voluntary cost sharing includes nonfederal cash contributions by the applicant and eligible third parties, as well as third party in-kind contributions, such as donated services and goods.

Eligibility

U.S. nonprofit organizations with 501(c)(3) tax-exempt status, state and local governmental agencies, and federally recognized Native American tribal governments are eligible to apply. Eligible organizations include institutions of higher education.

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

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

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

II. Preparing and Organizing your Application

Resources for preparing a strong application

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

- read these **guidelines** carefully, noting what information needs to be provided in the application;
- 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 202-606-8570 or preservation@neh.gov) to discuss your project and raise any questions you may have about the application; and
- submit an optional **draft proposal**, to which program staff will respond with suggestions and advice.

Review criteria

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

The criteria are as follows:

- the applicant's understanding of the history of newspaper publishing in the state or territory;

- the applicant's access to master negative microfilm of state or territorial newspapers for titles published between 1690 and 1963;

- the institution's infrastructure for undertaking digital projects and its experience with digital conversion activities, particularly with microfilm conversion or with conversion of serials and newspapers;

- the institution's experience in collaborative digital conversion projects;

- the ability of a previously funded project to produce acceptable NDNP digital content within the period of performance;

- the viability of the plan and proposed schedule to meet the technical specifications defined by LC for selection, conversion, metadata creation, and OCR text conversion;

- the professional training and experience of the staff in relation to the activities for which support is requested, including language expertise, if relevant, and the ability to ensure that the titles are in the public domain; and

- the reasonableness of the proposed budget, including documentation of third-party quotations for specific types of services.

As noted earlier, before they submit a proposal applicants are encouraged to contact program officers, who can offer advice about preparing the proposal and review preliminary proposal drafts if they are submitted at least six weeks before the deadline. Draft proposals are optional; if you choose to submit one, send it as an e-mail attachment to preservation@neh.gov. Time constraints may prevent staff from reviewing draft proposals submitted less than six weeks before the deadline.

Staff comments on 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.

As noted earlier, sample narratives of funded projects are available on the program resource page.

Applicants from states that have not received previous NDNP awards should submit applications providing all of the information requested in the instructions below.

Applicants seeking second or third awards should note the special instructions appearing in brackets in sections 3 and 5 below. They should submit abbreviated applications.

Applicants seeking a fourth award or beyond should note the special instructions appearing in brackets in sections 3 and 5 below. **They should submit full applications.**

Application elements

SF-424 Application for Federal Domestic Assistance – Short Organizational

In Section 6.a of the SF-424 Application for Federal Assistance – Short Organizational (part of the Grants.gov application package), include a project title not to exceed 125 characters (including spaces and punctuation). (Information about this form is available in the NEH Grants.gov Instructions for Applicant Organizations document. You can find a link to that document on the program resource page.)

Successful proposals will typically have titles that are descriptive of the project, substantive, and free of specialized language. Most importantly, your title should be easily understood by the general public. NEH reserves the right to retitle funded projects for clarity when announcing its funding decisions and in its own reports and communications, but recipients are permitted to use their preferred title for any award products.

Provide a one-paragraph description (up to one thousand characters, including spaces) written for a nonspecialist audience, clearly explaining the project's principal activities and its expected results. In the SF-424 form you should place the paragraph in Section 6.B, Project Description. Do not attach the description to the Attachments Form, a form that is also explained in the NEH Grants.gov Instructions for Applicant Organizations document.

Application

Your application should include the title provided in Section 6.a of the SF-424, as well as the following parts.

1. **Description of the project**

    Provide a one-page abstract, describing the collections of state or territorial newspapers that are the focus of the project and explaining the project's principal activities and its expected results.

2. **Table of contents**

    List all parts of the application and, beginning with the narrative, number all pages consecutively.

3. **Narrative**

    Limit the narrative to fifteen single-spaced pages. All pages should have one-inch margins, and the font size should be no smaller than eleven point. Use appendices to provide supplementary material.

    If relevant, include sample materials (such as URLs or screen shots) and statistics (the number of projects undertaken and of digitized materials) that illustrate the experience of the project staff in doing comparable digital conversion projects.

    Applicants should keep the review criteria (listed above) in mind when writing the narrative, which must consist of the following sections.

    o   *History and scope of the project*

        Provide a concise history of the state's or territory's newspapers, indicating the historical events that have received special attention in the press, particularly from 1690 through 1963. Describe newspaper collections within the state or territory and the extent to which they have been cataloged and microfilmed. Discuss past or current efforts to digitize these collections. [**In this section, previous and current NDNP awardees applying for second or third awards should describe only the project's work to date, including specific information about deliverables in comparison with projected goals**. **Mention any newspaper titles already identified for digitization during the next phase of the project. Applicants for fourth awards or beyond should explain what sorts of new content they hope to include—for example, new date ranges or titles in languages other than English.**]

o *Methodology and standards*

Indicate whether the applicant institution or its partner institutions have access to large quantities of master negative microfilms of the state's or territory's newspapers for the period from 1690 through 1963 and whether the film was produced to USNP microfilming guidelines. (Note: The current guidelines for microfilming newspaper for the USNP are available at http://www.loc.gov/rr/news/usnp/usnpguidelinesp.html.) If microfilm that was not created to USNP standards is being proposed for inclusion in the project, describe the overall quality of the microfilm and its suitability for digitization. (To do so, provide general information about such factors as the density, resolution, reduction ratio, focus, and physical condition of the film.)

Discuss the plan for selecting newspapers published between 1690 and 1963 and ensuring that those selected are in the public domain. Describe the advisory board of scholars (including experts on the history of print journalism), teachers, librarians, and archivists involved in the selection process.

Describe the selection criteria that should be developed with the following principles in mind:

- Titles should reflect the political, economic, and cultural history of the state or territory. Such newspapers usually have statewide or regional influence.

- Preference should be given to titles that are recognized as "papers of record" at the state or county level and that contain published legal notices, news of state and regional governmental affairs, and announcements of community news and events.

- In addition, selected titles should provide state, or at least multi-county, coverage of the majority of the population areas.

- Newspapers with a broad chronological span are preferred to those with short runs and those that published sporadically.

- In addition, give special consideration to titles meeting these criteria that have ceased publication, lack ownership, and therefore would be less likely to be digitized by other sources. While a previously digitized newspaper normally would not be a good candidate for inclusion, applicants may justify selecting such a paper in special circumstances.

Explain what kind of information about individual titles would be made available to the advisory committee members to allow them to select papers that reflect diverse coverage—owing to differences in readership, editorial stance, or political orientation—as well as geographical and community-size representation.

If relevant, discuss the institution's capacity to administer a project that involves multiple partners. Explain the role of any proposed partners and include in an appendix letters from those institutions that indicate their commitment to the project.

Explain the process used to evaluate and document copyright registration and/or renewal for all material published after 1922 to confirm that the content is in the public domain. The inability to locate the copyright holder for 1923-1963 titles with registered or renewed copyrights does **not** mean that the titles are in the public domain. Explain how you will ensure that "orphaned works" of this sort will not be selected for digitization.

Describe the institution's existing infrastructure for undertaking digital projects. Discuss the institution's experience with large digital conversion projects, especially from microfilm, and with projects that involve serials or newspapers.

[Previous NDNP awardees applying for second or third awards should provide only new information about their methodology and standards, such as anticipated changes in the selection of titles or recently developed technical projects that would enhance the applicant's participation in NDNP. Applicants for fourth awards or beyond should provide full information about their project's methodology and standards.]

o *Work plan*

Provide detailed information on the following: selection of titles and evaluation of microfilm, conversion processes, metadata creation, OCR text conversion, quality review procedures, and data delivery mechanisms. Propose a schedule for project milestones and deliverables that includes deadlines for the various stages. Awardees will be expected to make quarterly data deliveries over the course of the period of performance. **[Previous NDNP awardees applying for second or third awards should provide only a schedule for milestones and deliverables with deadlines. Applicants for fourth awards or beyond should provide a full work plan.]**

Awardees will be asked to produce semiannual reports documenting their progress. A meeting of award recipients will be convened shortly after the cooperative agreements are announced. Attendance at an annual program meeting or workshop held in Washington, D.C., will also be mandatory. Two representatives with major responsibility for the project should attend these meetings. One should be knowledgeable about the state's or territory's newspaper collections; the other should have technical experience with digitization projects.

o *Staff*

Identify the project staff, including consultants, advisory board members, and other technical and production staff hired for the project. Describe their duties and qualifications for the specific responsibilities assigned to them. Applicants proposing to digitize titles in languages other than English must include staff with the relevant language expertise to review the quality of the converted content and related metadata. Indicate the amount of time that the principal members of the project staff will devote to the project. List all people directly involved in the conduct of the project—whether supported by NEH funds or by cost sharing—in the budget, and indicate their anticipated commitments of time. **[Previous NDNP awardees applying for second or third awards should use this section to discuss relevant staff changes since their last award. Applicants for fourth awards or beyond should provide a full list of staff and descriptions of their responsibilities.]**

4. **Budget**

Using the instructions and the sample budget, complete the budget form (MS Excel format) or a format of your own that includes all the required information. (You can find links to the budget instructions, sample budget, and budget form on the program resource page.) While all items in the budget should be justified by the narrative, you may include further explanation in brief budget notes.

Previous NDNP awardees requesting supplemental funding (to continue their project) must include a full budget.

Include a line that will cover the expenses for two representatives with major responsibility for the project to attend the initial meeting of award recipients and the annual program meeting in Washington, D.C.

For any outsourced work, such as digital conversion, microfilm duplication, metadata creation, or OCR text conversion, you should detail third-party sub-awardee costs in the budget category "Subawards." Attach a complete itemization of these costs to the budget form. If there is more than one sub-awardee, each one must be listed (as a separate line item under "Subawards") on the budget form and the costs must be itemized separately.

All procurement activity under the award must be compliant with the standards set forth in 2 CFR § §200.317 – 326.

Permanent equipment, with the exception of digital imaging systems, may be purchased for a project if an analysis demonstrates that purchasing is more economical and practical than leasing. Applicants should include costs for delivery media and appropriate processing workstations, as needed to meet project goals. Permanent equipment is defined as tangible personal property costing $5,000 or more and having a useful life of more than one year.

Consistent with Executive Order 13788 ("Buy American and Hire American"), recipients and subrecipients who purchase equipment and products costing $10,000 or more per unit with NEH or required matching funds should purchase only American-made equipment and products. This encouragement does not apply to commercial information technology.

If the applicant institution is claiming indirect costs and already has a federally negotiated indirect-cost rate agreement, submit a copy of its current federally negotiated indirect-cost rate agreement. Do not attach the agreement to your budget form. Instead you must attach it to the Attachments Form as Attachment 8

For applicants seeking reimbursement for indirect costs: Please review carefully your institution's negotiated indirect cost rate(s) to make sure you are using the most appropriate rate in your application budget. Many institutions negotiate multiple rates— for example, "Research," "Instruction," and "Other Sponsored Activities." With rare exceptions, your institution's "Research" rate will <u>not</u> be the appropriate rate for inclusion in your NEH project budget, as the use of this rate is reserved for projects involving scientific research, not scholarly inquiry of the type most often supported by NEH.

An applicant institution has never received a negotiated indirect-cost rate may use 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.

5. **Appendices**

   Use the appendices to provide the following:

   - a comprehensive list of state or territorial newspaper titles on microfilm for the targeted dates (1690 through 1963), showing the institutions that hold the master microfilm, an indication of the relative completeness of the film files, and letters of cooperation from holding institutions;

   - representative samples (screen shots and/or URLs) of historical collections, preferably newspapers, already converted by the institution into digital form, and statistics indicating the number of materials converted;

   - brief résumés (no longer than two pages) for staff with major responsibilities for the project's implementation and for consultants to the project;

   - job descriptions for any additional staff who will be hired specifically to work on the project; and

   - letters of commitment from outside participants and cooperating institutions.

[**Previous NDNP awardees applying for second or third awards should include only appendices that provide updated information, such as new titles, résumés for new staff, or letters from new participants. Applicants for fourth awards or beyond should submit all of the appendices listed above.**]

6. **History of awards**

   If the institution has received previous support from any federal or nonfederal sources, including NEH, for digital conversion activities similar to those to be undertaken in the project for which funding is being sought, list on one page the sources, dates, and amounts of these funds. If the project has a long history of support, the sources and contributions may be grouped and summarized.

7. **Consultants and advisory board members**

   List consultants to the project and members of the project's advisory board.

8. **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.

III. Submitting your Application

All organizations must submit their applications for NEH funding via [Grants.gov Workspace](#). Before using Grants.gov for the first time, each organization must have an Employer Identification Number (EIN) and register with Grants.gov.

The Grants.gov registration process requires completing information in three separate systems:
   1. Dun and Bradstreet (https://fedgov.dnb.com/webform)
   2. System for Award Management (SAM) (https://www.sam.gov)
   3. Grants.gov (https://www.grants.gov/)

In order to apply through Grants.gov, the applicant organization must first have or obtain a valid Dun and Bradstreet Data Universal Numbering System (DUNS) number, and register (or have an active registration) in the System for Award Management (SAM). Note: If you are registering in SAM.gov for the first time, you must provide an original, signed [notarized letter](#) stating that you are the authorized Entity Administrator for the entity associated with the DUNS number. Read the [SAM update and FAQs](#) to learn more about this process change. **The initial SAM registration can take up to six weeks.**

Organizations must maintain active SAM registration with current information at all times during which they have an active federal award or an application or plan under consideration by a federal agency. You must therefore review and update your information at least annually after

the initial registration, and more frequently if required by changes in information. Effective June 29, 2018, when you go to SAM.gov and log in, you will be asked to create a Login.gov user account. Your current SAM.gov username and password will **no longer work.** Applicants renewing or updating their registrations are strongly advised to know the e-mail address associated with their current SAM.gov user account. Using the same e-mail address allows SAM.gov to automatically migrate your roles. If a different e-mail address is provided, your roles will need to be reassigned. This could cause delays in renewing or updating your SAM.gov registration. You can review your organization's SAM registration here. **We strongly recommend that you verify the status of your SAM registration at least two weeks before the application deadline.**

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

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

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

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

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

Deadlines for submitting optional draft proposals and applications

Draft Proposals (optional): Program staff recommends that draft proposals be submitted at least six weeks before the deadline. Time constraints may prevent staff from reviewing draft proposals submitted after that date.

Applications must be submitted through and validated by Grants.gov by 11:59 PM Eastern Time on January 15, 2019. Grants.gov will date- and time-stamp your application after it is fully uploaded. Late applications will not be reviewed.

IV. What Happens After the Submission of an Application

Review and selection process

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

Prior to making an award, NEH will conduct a risk assessment of successful applicants, consistent with Administrative Requirements set forth in §200.205. (See the second paragraph 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 August 2019. Award documents will identify the relevant terms, conditions, and administrative requirements that pertain to successful applications. Institutional grants administrators and project directors of successful applications will receive award documents by e-mail in September 2019 from the NEH Office of Grant Management. The Grant Management section of the NEH website outlines all the responsibilities of award recipients, including anti-lobbying restrictions, in great detail. Applicants may obtain the evaluations of their applications by sending an e-mail message to preservation@neh.gov.

In December 2014 NEH adopted 2 CFR Part 200: *UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS*. 2 CFR 200 applies to all NEH awards to organizations and is aimed at reducing the administrative burden on award recipients and improving accountability of federal financial assistance for tax payers. NEH will identify in each award document the relevant programmatic terms, conditions, and reporting requirements with which the 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:

preservation@neh.gov
202-606-8570
National Digital Newspaper Program
Division of Preservation and Access
National Endowment for the Humanities
400 Seventh Street, SW
Washington, DC 20506

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

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

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

Grants.gov: https://www.grants.gov/
Grants.gov help desk: support@grants.gov
Grants.gov customer support tutorials and manuals:
https://www.grants.gov/web/grants/applicants/applicant-training.html
Grants.gov support line: 1-800-518-GRANTS (4726)

Privacy policy

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

Application completion time

The Office of Management and Budget requires federal agencies to supply information on the time needed to complete forms and also to invite comments on the paperwork burden. NEH

estimates that on average it takes fifteen hours to complete this application. This estimate includes time for reviewing instructions, researching, gathering, and maintaining the information needed, and completing and reviewing the application.

Please send any comments regarding the estimated completion time or any other aspect of this application, including suggestions for reducing the completion time, to the Chief Guidelines Officer, at guidelines@neh.gov; the Office of Publications, National Endowment for the Humanities, Washington, D.C. 20506; and the Office of Management and Budget, Paperwork Reduction Project (3136-0134), Washington, D.C. 20503. According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB number.

APPLICATION CHECKLIST

☐ **Register your institution or verify its registration with the System for Award Management (SAM).** Begin a new registration at least six weeks before the deadline. Read the SAM update and FAQs to learn more about this process.

☐ **Register your institution or verify its registration with Grants.gov.** Begin a new registration at least two weeks before the deadline.

☐ **Access the application package through Grants.gov Workspace.** The program resource page on NEH's website has a direct link to the package. You can also search Grants.gov for this program. The program resource page has a direct link to the NEH instructions for completing the package.

☐ **Complete the following forms contained in the Grants.gov application package.**

1. Application for Federal Domestic Assistance - Short Organizational (in which you must include in the Project Information field 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: Description of the project (name the file "projectdescription.pdf")

   ATTACHMENT 2: Table of contents (name the file "contents.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")

ATTACHMENT 6: History of awards (name the file "awardhistory.pdf")

ATTACHMENT 7: List of project consultants and advisory board members (name the file "consultants.pdf")

ATTACHMENT 8: Federally negotiated indirect-cost rate agreement, if applicable (name the file "agreement.pdf")

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

Visit Grants.gov's Adobe Software Compatibility page to verify compatibility or to download the appropriate version of the software at https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html. 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

Before the January 15, 2019 deadline: Contact Division of Preservation and Access program officers (at 202-606-8570 or preservation@neh.gov) with questions and for advice (optional)

December 4, 2018: Applicants that have not registered in the System for Award Management (SAM) and Grants.gov should begin the process by this date

December 4, 2018: Submit draft application by this date (optional)

January 2, 2019: Applicants that have registered in SAM and Grants.gov should verify their registrations by this date

January 15, 2019: Applications must be submitted through and validated by Grants.gov by 11:59 PM Eastern Time on this date

April 2019: Peer review panel takes place

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

August 2019: Applicants are notified of the funding decisions

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

September 2019: Successful applicants begin work on their projects

October 2019: Meeting of award recipients in Washington, DC