



NATIONAL ENDOWMENT FOR THE  
**Humanities**

**DIVISION OF PRESERVATION AND ACCESS**

# **PRESERVATION AND ACCESS EDUCATION AND TRAINING GRANTS**

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

Catalog of Federal Domestic Assistance (CFDA) Number: 45.149

Funding Opportunity Number: 20180501-PE

If after reading this document you have questions about this grant program, contact the staff of NEH's Division of Preservation and Access at [preservation@neh.gov](mailto: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.

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## I. Program Description

The Preservation and Access Education and Training program supports the development of knowledge and skills among professionals responsible for preserving and establishing access to humanities collections. Thousands of libraries, archives, museums, and historical organizations across the country maintain important collections of books and manuscripts, photographs, sound recordings and moving images, archaeological and ethnographic artifacts, art and material culture collections, electronic records, and digital objects. The challenge of preserving and making accessible such large and diverse holdings is enormous, and the need for knowledgeable staff is significant and ongoing.

Preservation and Access Education and Training grants are awarded to organizations that offer national or regional education and training programs that reach audiences in more than one state. Grants aim to help the staff of cultural institutions, large and small, obtain the knowledge and skills needed to serve as effective stewards of humanities collections. Grants also support educational programs that prepare the next generation of preservation professionals, as well as projects that introduce the staff of cultural institutions to new information and advances in preservation and access practices.

**SPECIAL ENCOURAGEMENT FOR APPLICANTS IN FEDERALLY DECLARED DISASTER AREAS:** Mindful of the importance of preserving cultural heritage in regions affected by Hurricanes Harvey, Irma, and Maria, as well as wildfires and mudslides in California, and recognizing the importance of planning, mitigation, and long-term recovery efforts, NEH encourages applications from—and projects that support—cultural institutions in federally designated disaster areas. Project activities can include training sessions related to recovery efforts, the development of regional mutual aid consortia, and workshops focused on emergency planning and response.

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.

### **Preservation and Access Education and Training grants support activities such as these:**

- preservation field services that provide a range of education and training programs (for example, surveys, workshops, consultations, reference services, and preparation of informational resources about the care of humanities collections), especially for staff at smaller libraries, museums, archives, and other cultural organizations;
- master's degree programs in preservation and conservation; and
- continuing education opportunities and specialized workshops that address emerging topics of national significance and broad impact related to the preservation and access of humanities materials, such as
  - emergency preparedness, response, mitigation, and recovery;
  - preventive conservation and sustainable preservation strategies; and

- preservation techniques and access challenges for audio materials and moving image materials.

## Postgraduate training fellowships at field services

Preservation field service organizations may apply for funds enabling them to provide a one-year postgraduate training fellowship in preventive conservation for emerging preservation professionals as a subaward under this grant. These fellowships aim to bridge the gap between completion of graduate training and full-time employment, by offering specialized training in preventive conservation and preservation services. The maximum fellowship for a one-year stipend is \$45,000. A preservation field service organization may not apply for more than one fellowship in its application.

### **Preservation and Access Education and Training grants may not be used for**

- programs intended primarily for audiences within a single state, except in the case of federally declared disaster areas;
- programs intended primarily for audiences within a single institution or organization;
- programs on the care and management of collections that are the responsibility of an agency of the federal government or are not regularly accessible for research, education, or public programming;
- programs about the preservation of buildings or the natural environment;
- doctoral programs;
- the support of either full-time or permanent faculty positions in graduate programs;
- promotion of a particular political, religious, or ideological point of view;
- advocacy of a particular program of social or political action;
- support of specific public policies or legislation; and
- projects that fall outside of the humanities (including the creation or performance of art; creative writing, autobiographies, memoirs, and creative nonfiction; and empirically based social science research or policy studies).

Preservation and Access Education and Training grants are made to institutions and organizations that offer educational programs and services. Museums, libraries, and archives that seek support to send their staff to preservation workshops should apply to [Preservation Assistance Grants for Smaller Institutions](#).

## 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](#).

All applications will be given equal consideration in accordance with the program's evaluation criteria, whether or not they focus on lost or imperiled cultural heritage materials or relate to cultural institutions in federally designated disaster areas.

## Previously funded projects

An institution whose project has received NEH support may apply for a grant for a new or subsequent stage of that project. These proposals receive no special consideration and will be judged by the same criteria as others in the grant competition. In addition, these proposals must include a description of the new activities and a justification of the new budget. The applicant must also describe how the previously funded project met its goals.

## Providing access to grant products resulting from an NEH-funded award

As a taxpayer-supported federal agency, NEH endeavors to make the products of its funded projects 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 grant products. Whenever possible, grant recipients should make openly available in digital form educational materials (including training materials and curricula) that are created through this program.

NEH grant 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](#).

## Award information

Awards may be for up to two years. Grants for preservation field services may not exceed \$175,000 per year. Preservation field service organizations may request an additional \$45,000 to support a one-year postgraduate fellowship as a subaward under the grant. For all other activities, including emergency preparedness and recovery workshops, the maximum award is \$100,000 per year.

Successful applicants will be awarded a grant in outright funds, federal matching funds, or a combination of the two, depending on the applicant's preference and the availability of NEH

funds. Matching funds are released when a grant recipient secures nonfederal gift funds from eligible third parties.

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

## Cost sharing

Cost sharing consists of the cash contributions made to a project by the applicant, third parties, and other federal agencies, as well as third-party in-kind contributions, such as donated services and goods. Cost sharing also includes program registration fees and gift money (nonfederal gift funds from eligible third parties) that will be raised to release federal matching funds. Although cost sharing is not required, this program is rarely able to support the full costs of projects approved for funding. In most cases, grants in this program cover no more than 80 percent of project costs.

## Eligibility

Any U.S. nonprofit organization with 501(c)(3) tax-exempt status is eligible (including institutions of higher education), as are state and local governmental agencies, and federally recognized Native American tribal governments. To be eligible to apply, applicants must offer national or regional education and training programs that reach audiences in more than one state. Only preservation field service organizations may apply for support of a postgraduate fellowship.

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

Eligible applicants may submit multiple applications for separate and distinct projects under this announcement.

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

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

## II. Preparing and Organizing your Application

### Resources for preparing a strong application

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

- read these **guidelines** carefully, noting what information needs to be provided in the application;
- review the **sample narratives**, which are available on the [program resource page](#);
- consult the program's **evaluation 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](mailto:preservation@neh.gov)) to discuss your project and raise any questions you may have about the application; and
- submit an optional **draft proposal** (at least six weeks before the deadline), to which program staff will respond with suggestions and advice.

### Evaluation criteria

Applicants should read the program's evaluation criteria and ensure that their applications respond to them. These are the criteria:

- the significance and broad impact, including the potential to reach regional and national audiences, of the proposed activities for improving preservation and access practices for humanities collections;
- the soundness of the methodology and the program's structure and educational activities in relation to its educational goals;
- the proposed plans to evaluate project activities and outcomes in relation to educational goals;
- the training and experience of the staff in relation to the activity for which support is requested; and
- the reasonableness of the project's budget in relation to anticipated results.

As noted earlier, you are encouraged to contact program officers who can offer advice about preparing the proposal and read draft proposals. 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. Draft proposals should be submitted at least six weeks before the deadline. Time constraints may prevent staff from reviewing draft proposals submitted after that date. Draft proposals are optional; if you choose to submit one, send it as an attachment to [preservation@neh.gov](mailto:preservation@neh.gov).

To see a list of funded projects, follow the link to recently funded grants on the [program resource page](#).

## Application elements

The title that you assign to your project should be brief (not more than 125 characters), descriptive, and informative to a nonspecialist audience.

Your application should consist of the following parts:

- 1. Description of the project and its significance**

Provide a one-page abstract written for a nonspecialist audience, clearly explaining the project's importance to the humanities, its principal activities, and its expected outcomes. This abstract should outline the kinds of humanities collections that would benefit, the project's intended outcomes, and the evaluation of the program. In addition, supply the grants officer who will submit the application with an abridged version of the abstract (limited to a thousand characters, including spaces) for him or her to include in the Project Description field of the Application for Federal Domestic Assistance – Short Organizational (part of the application package that must be submitted to Grants.gov).

- 2. Table of contents**

List all parts of the application in sequential order.

- 3. List of participants**

On a separate page, list in alphabetical order, surnames first, all project participants and collaborators and their institutional affiliations. This list should include advisory board members and authors of letters of support, if any.

- 4. Narrative**

Limit the narrative to twelve numbered single-spaced pages. (You need not number the pages in the other parts of the application.) All pages should have one-inch margins and the font size should be no smaller than eleven point. Use appendices to provide supplementary material.

Individuals with a variety of professional backgrounds will read these applications and advise NEH on their merits. Project narratives should therefore be written with a minimum of technical jargon.

Keep the application review criteria (which are listed above) in mind when writing the narrative, which must include the following sections:

### **Significance and impact**

Discuss how the proposed program will support efforts to preserve or improve access to humanities collections. This discussion should describe how the program meets national or regional needs, the breadth of its impact on



preservation and access practices, and the kinds of institutions and humanities collections that will benefit. Explain how this program relates to others of a similar nature that currently exist or have existed in the past. Clarify the degree to which this program will build on past work or break new ground. Estimate approximately how many persons would benefit from the proposed educational programs and services. Projects that address the preservation needs of minority communities or underserved groups and their cultural heritage should identify the communities or groups that the project would address and explain how the project will serve demonstrated preservation needs.

### **Educational activities and work plan**

Thoroughly describe the educational activities that the project would support, and provide a work plan. Unless your project will develop new curricula, you should adopt recognized curricular and accepted professional training approaches. Include the following, as appropriate.

### **Projects to support emergency planning, response, mitigation, and recovery**

Explain how the proposed program would support recovery and mitigation efforts in a federally declared disaster area. Include information about the nature of the damage to cultural heritage, existing preparedness and response activities, and ongoing needs in the area. Applicants must demonstrate an ability to work with public and private partners in relief efforts.

### **Projects for preservation field services**

Explain how the service would promote the care of humanities collections or improve the knowledge, skills, and abilities of staff in cultural heritage organizations. Incorporate a detailed account of each type of service or activity that will be implemented during the period of the grant, including staff involved, procedures to be followed, fees to be charged, and number of institutions or participants who would benefit.

### **Projects to support one-year postgraduate fellowships**

If your preservation field service organization is proposing a one-year postgraduate fellowship, you must demonstrate institutional commitment to the program and mentorship support for the fellow; you must also outline the proposed activities that the fellow could undertake.

### **Projects to support master's degree programs**

Explain how the proposed program would educate the next generation of cultural heritage professionals who will care for humanities collections to meet evolving needs. Include the proposed curriculum, learning outcomes, and the structure and duration of the program. Explain the appropriateness of the chosen methods and program structure, the number of students who would benefit, and the level of funding that would support the students. Outline strategies for monitoring and

evaluating project outcomes. Provide course outlines and the structure of the program in appendices.

### **Projects to offer continuing education programs or to hold workshops**

Continuing education opportunities provide extended training for staff responsible for the care of humanities collections. Workshops should offer specialized opportunities for cultural heritage professionals and humanities specialists to enhance understanding of current preservation or access topics of significance to the humanities or to broaden humanities expertise in the cultural heritage professions. Describe the importance of the topic, the content of the curriculum, the intended audience (including prerequisites for attending and the cost of attending), the time and location of the program, and the program's expected outcomes. Explain how the program's structure is appropriate for the topics in question and the educational needs or level of the attendees. Applicants should also list any outcomes of the activities, including specialized training materials. Explain strategies to monitor program outcomes and how you would evaluate the program's impact. Provide detailed outlines and the program curriculum in appendices.

### **Evaluation**

NEH encourages thorough assessment strategies that seek to measure the outcomes of education and training efforts on preservation and access practices. In addition to discussing how participants and the grantee institution will evaluate programs, describe how the evaluation will measure the longer-term impacts of training on collection care and access and the professional expertise of members of collections staffs. You may include the services of an evaluation professional. You may also include—in an appendix—detailed descriptions of assessment strategies, including sample survey instruments or other tools. If your project has previously received support, describe the outcomes and impact of the previously funded activities.

### **Staff, faculty, and consultants**

For each person responsible for creating and conducting the programs, courses, symposia, workshops, or events, provide a short paragraph listing the person's name, relevant professional expertise, and a brief description of his or her responsibilities.

## **5. 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. (Links to the instructions, sample budget, and budget form are available on the [program resource page](#).) While all items should be justified by the narrative, further explanation may be included in brief budget notes.

If the applicant institution is claiming indirect costs and has a federally negotiated indirect-cost rate agreement, submit a copy of the 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). (See the instructions for this form in the Application Checklist near the end of this document.) Alternatively, you must attach a statement to the 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).

For any outsourced work, include third-party subawards or vendor costs in the budget category "Services." 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. Grant 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. Grant recipients must notify potential subrecipients that entities receiving subawards must be registered in the System for Award Management (SAM). Potential subrecipients must provide the grant recipient with their DUNS number.

To the maximum extent practical, all procurement contracts must be made through an open and free competition. They are to be awarded to the bidder or offeror whose bid or offer is most advantageous, considering price, quality, and other factors. Applicants must justify procurement contracts in excess of \$150,000 that are not awarded by competitive bids or offers.

Permanent equipment may be purchased for a project if an analysis demonstrates that purchasing is more economical and practical than leasing. Permanent equipment is defined as nonexpendable personal property costing \$5,000 or more and having a useful life of more than one year.

Consistent with the Buy American Act (41 U.S.C. 10a-c and Public Law 105-277), grant recipients and subrecipients who purchase equipment and products with grant funds should purchase only American-made equipment and products.

## 6. **Appendices**

Appendices should supplement information contained in the narrative. Use them judiciously to provide materials such as

- course syllabi or outlines;
- a profile or brief history of the applicant organization;
- detailed descriptions of evaluation strategies and samples of assessment tools;

- brief résumés (no longer than two pages) for staff with major responsibilities for the project's implementation;
- job descriptions for any additional staff who will be hired specifically to work on the project;
- if applicable, a list of the expected knowledge, skills, and abilities required for the prospective one-year postgraduate fellow, as well as the selection criteria for choosing the fellow;
- letters of commitment from outside faculty, consultants, and cooperating institutions; and
- letters of support for the project (no more than three). Such letters should address the program's evaluation criteria (see above). Authors of letters of support will not participate in the NEH review process.

#### 7. History of grants

If the project has received previous support from any federal or nonfederal sources, including NEH, 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.

### III. Submitting your Application

To be able to submit an application, applicants must have registered with Grants.gov and must have an updated Entity record in the System for Award Management (SAM). More detailed information is immediately below.

**All applications to this program must be submitted via [Grants.gov Workspace](#).**

NEH strongly recommends that you complete or verify your Grants.gov registration at least two weeks before the application deadline, since it takes time to process your registration.

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

The Federal Funding Accountability and Transparency Act (FFATA) requires federal agencies to make information about the expenditure of tax funds available to the public. To facilitate this, the applicant organization must maintain current information in its Entity record in the System for Award Management (SAM). You must therefore review and update the information in your organization's Entity record at least annually after the initial registration, and more frequently if required by changes in your organization's information or another award term. In order for your organization to apply for an award via Grants.gov, receive an award, or receive payment on an award, the information in its Entity record must be current. You can update your organization's Entity record [here](#). You may need a new SAM User Account to register your organization or

update its Entity record. NEH strongly recommends that applicants update (or, if necessary, create) their SAM Entity record at least four weeks before the application deadline.

**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

You are welcome to contact the Division of Preservation and Access to seek advice about preparing the proposal. **Draft proposals are optional, but applicants are strongly encouraged to take advantage of this preliminary review.** 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.

Please send your draft to [preservation@neh.gov](mailto:preservation@neh.gov), at least six weeks before the May 1 deadline for submitting applications. NEH staff may not be able to review drafts submitted after that date.

**Applications must be received by Grants.gov by 11:59 PM Eastern Time on May 1, 2018.** Grants.gov will date- and time-stamp your application after it is fully uploaded. Applications submitted after that date will not be accepted. If for any reason an application is submitted more than once prior to the application due date, NEH will accept the last validated electronic submission prior to the due date as the final application.

## 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 on grants. 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 [§200.205](#). (See two paragraphs 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 December 2018. Award documents will identify the relevant terms, conditions, and administrative requirements that pertain to successful applications. The [Grant Management](#) section of the NEH website outlines all the responsibilities of award recipients, including anti-lobbying restrictions, in great detail. Applicants may obtain the evaluations of their applications by sending an e-mail message to [preservation@neh.gov](mailto:preservation@neh.gov).

In December 2014 NEH adopted without exception 2 C.F.R. 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 and Access Education and Training  
Division of Preservation and Access  
National Endowment for the Humanities  
400 Seventh Street, SW  
Washington, DC 20506  
202-606-8570 or [preservation@neh.gov](mailto:preservation@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 documents 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. The principal purpose for which the information will be used is to process the grant 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, 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

- **Verify and if necessary update your institution's Entity record, or create an Entity record for your institution, at the System for Award Management (SAM).** Complete at least four weeks before the deadline.
- **Verify your institution's registration or register your institution with Grants.gov.** Complete 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 instructions for completing the package.
- **Complete the following forms contained in the Grants.gov application package.**
  1. Application for Federal Domestic Assistance - Short Organizational
  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 and its significance (name the file “projectdescription.pdf”)

ATTACHMENT 2: Table of contents (name the file “contents.pdf”)

ATTACHMENT 3: List of project participants (name the file “participants.pdf”)

ATTACHMENT 4: Narrative (name the file “narrative.pdf”)

ATTACHMENT 5: Budget (name the file “budget.pdf”)

ATTACHMENT 6: Appendices (name the file “appendices.pdf”) If you are submitting a large number of appendices, please bundle them together and send them as a single attachment. If you are concerned about the file size, you can group your appendices into multiple attachments. In this case, name your attachments appendix.pdf, appendix2.pdf, appendix3.pdf, etc. Note that you are limited to a total of fifteen attachments.

ATTACHMENT 7: History of grants (name the file “granthistory.pdf”)

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

Your attachments must be in Portable Document Format (.pdf). We cannot accept attachments in their original word processing or spreadsheet formats. If you don’t already have software to convert your files into PDFs, many low-cost and free software packages will do so. You can learn more about converting documents into PDFs [here](#).

**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.**



## TIMELINE

**Until May 1, 2018:** Contact Division of Preservation and Access program officers (at 202-606-8570 or [preservation@neh.gov](mailto:preservation@neh.gov)) with questions and for advice (optional)

**March 20, 2018:** Submit draft application (optional) by this date

**April 3, 2018:** Create or verify your institution's Entity record at the System for Award Management by this date

**April 17, 2018:** Register your institution (or verify its registration) with Grants.gov by this date

**May 1, 2018:** Submit application through Grants.gov by this date

**July 2018:** Peer review panel takes place

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

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

**December 2018:** Institutional grants administrators and project directors of successful applications receive award documents by e-mail

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