NATIONAL ENDOWMENT FOR THE Humanities

DIVISION OF **PRESERVATION AND ACCESS**

PRESERVATION AND ACCESS EDUCATION AND TRAINING GRANTS

Deadline: May 15, 2019 (for projects beginning March 1, 2020)

Catalog of Federal Domestic Assistance (CFDA) Number: 45.149

Funding Opportunity Number: 20190515-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 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, regional, or statewide education and training programs across the pedagogical landscape and at all stages of development. 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 support projects that prepare the next generation of preservation professionals, as well as projects that introduce heritage practitioners to new information and advances in preservation and access practices.

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

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

- training for staff at cultural heritage institutions, offered by preservation field services, networks, and consortia, especially programs and activities targeting the needs of smaller libraries, museums, archives, and other cultural organizations;

- educational initiatives, student financial aid (tuition remission is an unallowable cost), curriculum development, speaker series, and travel for master's degree programs in preservation and access-related disciplines such as conservation, library science, museum studies, and archival administration; and

- in-person and online continuing education opportunities such as, but not limited to, workshops, webinars, technical training, and instructional series.

Education and Training projects may address any topic—fundamental or advanced—associated with the work of preserving and providing access to humanities collections. Projects should identify needs within a localized network of institutions at a state or regional level, or more broadly at a national level. Project topics may include, but are not limited to, current areas of special interest such as these:

- emergency preparedness, response, mitigation, and recovery;
- culturally appropriate practices for collections from Native, First Nations, Aboriginal, and Indigenous communities;
- preventive conservation and sustainable preservation strategies; and
- preservation techniques and access solutions for audiovisual and time-based media 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; the total maximum award request may not exceed $350,000. A preservation field service organization may not apply for more than one fellowship in its application.

Special encouragement for applicants in federally declared disaster areas

Mindful of the importance of preserving cultural heritage threatened by natural disasters, and recognizing the importance of planning, mitigation, and long-term recovery efforts, we encourage applications from, and projects that support, cultural institutions in federally designated disaster areas. Project activities may include training sessions related to recovery efforts, development of regional mutual aid consortia, and workshops focused on emergency planning and response.

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. Education and Training projects may conduct—but are not limited to—training for researchers and cultural heritage specialists to expand expertise on topics such as risk assessment and preservation approaches, and the use of visualization tools. For more information click here.

All applications will be given equal consideration in accordance with the program's evaluation criteria.

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

- projects intended primarily for audiences within a single institution or organization (museums, libraries, and archives that seek support to send their staff to preservation workshops should apply to Preservation Assistance Grants for Smaller Institutions);

- projects 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;
- projects about the preservation of buildings or the natural environment;
- projects primarily pursuing research in the development of preservation standards or best practices (applicants seeking support to conduct this sort of research should apply to the Research and Development program);
- tuition remission or tuition for degree-granting programs;
- 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; the creation or performance of art; creative writing, autobiographies, memoirs, and creative nonfiction; and empirically based social science research or policy studies.

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. Like all proposals, they 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 NEH-funded products

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-funded products. Whenever possible, grant recipients should make openly available, preferably in digital form, educational materials (including training materials, webinar sessions, 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 (PDF).

Copyright information

NEH recipients may copyright any work that is subject to copyright and was developed, or for which ownership was produced, under an award. In accordance with 2 CFR 200.315 (b), NEH reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use the work for federal purposes, and to authorize others to do so.

Award information

The maximum award is $350,000, for a period of performance of up to three years. Awards should support project-specific costs such as, but not limited to, student or participant financial aid (excluding tuition remission), travel, non-tenured faculty salaries, guest speakers, equipment and supplies, curriculum development, and production of educational resources. All other considerations being equal, NEH gives preference to those projects that dedicate most, if not all, requested outright funding to support project-specific costs (as opposed to institutional or operational support more broadly).

Preservation field service organizations may apply for funds enabling them to provide a single one-year postgraduate training fellowship in preventive conservation for emerging preservation professionals as a subaward under this grant. The maximum fellowship for a one-year stipend is $45,000; the total maximum award request may not exceed $350,000.

Projects at all stages of development—from early curriculum development to advanced implementation—are eligible. Project budgets should reflect the scope and needs of the project.

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

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

Required cost sharing consists of the cash contributions made to a project by nonfederal third parties raised to release federal matching funds.

Voluntary cost sharing includes nonfederal cash contributions by the applicant (including unrecovered indirect costs) 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.

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

Consortia applications are welcome. When two or more eligible institutions or organizations collaborate on a project, one of them must serve as the lead applicant and administer the grant on behalf of the others. If funded, the lead applicant will be programmatically, fiscally, and legally responsible for the award.

Only preservation field service organizations may apply for support for a postgraduate fellowship.

Applications must be complete, must observe the specified page limits, and must be received and validated by Grants.gov under the correct funding opportunity number to be considered under this notice.

NEH generally does not 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 **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** (at least six weeks before the deadline), 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. These are the criteria:

- the national, regional, or statewide impact of the proposed activities for improving preservation and access practices for humanities collections, along with the significance of the humanities collections that would be served;
- the soundness of the methodology and the program's structure and activities;
- the proposed plans to evaluate project activities and outcomes in relation to anticipated project impact;
- 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.

To see a list of funded projects, follow the link to recently funded grants on the program resource page.

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

Successful proposals will typically have titles that are descriptive of the project, substantive, and free of specialized language. Most importantly, your title should be easily understood by the general public. NEH reserves the right to retitle funded projects for clarity when announcing its funding decisions and in its own reports and communications, but recipients are permitted to use their preferred title for any award products. You can find guidance for creating a good title in the Frequently Asked Questions document, which is available on the program resource page.

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 instructions for submitting an application to Grants.gov.

In addition to the SF-424 Short Organizational form, your application should consist of the following parts.

1. **Table of contents**

   List all parts of the application in sequential order.

2. **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 applicable.

3. **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:

   Project impact and the significance of the humanities collections to be served

   Discuss how the proposed project will support efforts to preserve or improve access to humanities collections. Describe how the project will address specific national, regional, or statewide needs, and the breadth of its impact on preservation and access practices. Identify the kinds of institutions, and the communities that they serve, that will benefit from practitioners participating in project activities. In addition, describe the significance of the humanities collections that will benefit. Explain how this project relates to others of a similar nature that currently exist or have existed in the past. Clarify the degree to which this project will build on past work or break new ground. Estimate approximately how many practitioners would benefit from the proposed educational programs and services. If your project includes a combination of different types of activities, explain how each activity, either on its own or in tandem, contributes to meeting broader needs in the field.

Methodology and work plan

Thoroughly describe the educational activities that the project would support. Discuss which pedagogical method(s) you plan to employ and why. Unless your project will develop new curricula, you should adopt recognized curricular and accepted professional training approaches. Provide a work plan for each educational activity that you are proposing. If your project includes a combination of programmatic activities, provide a detailed work plan for each activity.

Include the following, as appropriate.

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

  Explain how the proposed project 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 to support training programs offered by preservation field services, networks, and consortia**

  Explain how the service or network 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 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 would undertake.

- **Projects to satisfy educational needs and to support activities of master’s degree programs**

  Explain how the proposed project would meet evolving needs in the field by supporting the education of the next generation of cultural heritage professionals who will care for humanities collections. 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 opportunities**

  In-person and online 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 project outcomes and how you would evaluate its impact. Provide detailed outlines and the program curriculum in appendices.

Participant recruitment and outreach

Describe the process for selecting participants or students for educational activities supported under your project. What outreach will you conduct to attract new participants? How will your recruitment strategy address needs in the field? What selection criteria will you apply to ensure that participation matches those needs? Projects planning to recruit from minority or traditionally underserved communities should address how outreach strategies will be customized to reach those communities.

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.

4. **Budget**

Using the instructions below 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 sample budget and budget form are available on the program resource page.) If you are requesting federal matching funds, please include required cost sharing in your application budget. Whether or not you are requesting federal matching funds, please do not include voluntary cost sharing in your application budget.

1) Salaries and Wages
Staff costs should include the position title, name (if possible), percent of full-time equivalent or total number of hours charged to the project. For support staff, include the title of each position and indicate in brackets the number of persons who will be employed in that capacity. For persons employed on an academic year basis, list separately any salary charge for work done outside the academic year. All salaries and wages claimed must be in compliance with 2 CFR §§200.430 and 466.

2) Fringe Benefits
Fringe benefits are allowances and services provided by employers too 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. All fringe benefits claimed must be in compliance with 2 CFR §200.431. List each rate and salary base.

3. Consultant Fees
Include payments for professional and technical consultants and honoraria. All consultant fees claimed must be in compliance with 2 CFR §200.459.

4. Travel Costs
List travel costs for local and long-distance travel. For local travel, outline the mileage rate, number of miles, reason for travel and staff member/consumers completing the travel. The budget should also reflect the travel expenses (for example, airfare, lodging, parking, per diem, etc.) for each person and trip associated with participating in meetings and other proposed trainings or workshops. Name the traveler(s) if possible, describe the purpose of the travel, and provide the number of trips involved, the destinations, and the number of individuals for whom funds are requested. Calculate per diem amounts for meals and lodging using written institutional policy. The lowest available commercial fares for coach or equivalent accommodations must be used. All travel costs claimed must be in compliance with 2 CFR §200.474, and foreign travel must comply with article 10 of the General Terms and Conditions for Awards to Organizations.

Travel to regularly occurring professional meetings is not supported with NEH funds. **All trips—both foreign and domestic—must be listed individually.**

5. Supplies and Materials
Include consumable supplies, materials to be used in the project costing the lesser of the capitalization level established by the applicant or $5,000, regardless of the length of its useful life.

6. Subawards

The costs of project activities to be undertaken by a third-party subrecipient should be included in this category as a single line item charge. A complete itemization of the cost comprising the charge should be provided in an attachment. If there is more than one subrecipient, each must be budgeted separately on the NEH form and must have an attached itemization. See 2 CFR §§200.330 and 331 for additional information.

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; the total maximum award request may not exceed $350,000. A preservation field service organization may not apply for more than one fellowship in its application.

7. Other Costs

Include participant stipends and room and board, equipment rental or purchases, duplication, printing, long distance telephone calls, and other items not previously listed under other budget categories or in the indirect cost pool. Please note that “miscellaneous” and “contingency” are not acceptable budget categories.

List equipment costs and provide a justification for the need to purchase the equipment to carry out the program’s goals.

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. (Also see 2 CFR §§200.313 Equipment and 439 Equipment and other capital expenditures.)

Consistent with Executive Order 13788 (“Buy American and Hire American”), grantees and subrecipients who purchase equipment and products costing $10.000 or more per unit with grant funds should purchase only American-made equipment and products. This encouragement does not apply to commercial information technology.

If a budget includes compensation for the use of equipment or facilities owned by an applicant and allocable to the project, the applicant must charge depreciation in compliance with 2 CFR §200.436. If the equipment was purchased with federal funds under another award, user fees may be appropriate (see 2 CFR §200.313 (c)(2)). The applicant may not charge both depreciation and user fees.

Per 2 CFR §200.432, allowable conference costs may include rental of facilities, speakers’ fees, costs of meals and refreshments, and other items incidental to such conferences. Conference hosts/sponsors must exercise discretion and judgment in ensuring that conference costs are appropriate, necessary and managed in a manner that minimizes costs to the NEH award. Please note: if incidental food items and/or meals are provided at no charge during meetings, conferences, training, or other events attended while on NEH-supported travel, the per diem charged to the award must be reduced accordingly. Alcoholic beverages are unallowable and may not be included in your budget.

8. Total Direct Costs per year
Total the sum of items 1-7.

9 a.- c. Indirect Costs (Facilities and Administration or "F&A")
Indirect costs are costs that are incurred for common or joint objectives and therefore cannot be readily identified with a specific project or activity of an organization. Items that would typically be regarded as indirect costs include the depreciation on buildings, equipment and capital improvement, operations and maintenance expenses, salaries of executive officers, accounting and legal services.

Indirect costs are computed by applying a federally negotiated indirect cost rate to a distribution base (usually the direct costs of the project).

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

If your institution has a current federally negotiated indirect cost rate, please indicate on the budget form the appropriate rate, the base, the name of the agency with which you negotiated, and the date of that agreement.

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

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

1) direct cost all expenses;

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

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

Per 2 CFR §200.68, MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first $25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of $25,000.

If you choose one of these three options, please indicate on the budget form which option you are choosing.

While all items should be justified by the narrative, you may include further explanation in brief budget notes explaining projected expenses or other items listed in the budget. Please explain any voluntary cost share in your budget notes. The budget notes may be single-spaced and should be appended to the budget.

5. **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;
- sample application forms for continuing education training or workshop participants;
- relevant excerpts from strategic planning documentations, if available;
- 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.

6. **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.

7. **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. As of February 2, 2019, you will be required to review and agree to the Financial Assistance Representations and Certifications when registering or renewing in SAM.gov. These are a common set of certifications and representations required by federal statutes or regulations in accordance with Title 2 of the Code of Federal Regulations. You can review your organization’s SAM registration here. **We strongly recommend that you verify the status of your SAM registration at least two weeks before the application deadline.**

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

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

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

Links to the Grants.gov application package and the NEH 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

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, at least six weeks before the May 15 deadline for submitting applications. NEH staff may not be able to review drafts submitted after that date.

Applications must be received and validated by Grants.gov by 11:59 PM Eastern Time on May 15, 2019. 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. 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 the Uniform Administrative Requirements 2 CFR §200.205. (See two paragraphs below the next heading for more information about the Office of Management and Budget's Administrative Requirements.) This assessment guards against the risk that federal financial assistance might be wasted, used fraudulently, or abused. Based on its risk assessment, NEH will include in the award documents specific conditions designed to mitigate the effects of the risk.

Information for all applicants and for successful applicants

Applicants will be notified of the decision by e-mail in late December 2019. Institutional grants administrators and project directors of successful applications will receive award documents by e-mail in January 2020. Award documents will identify the relevant terms, conditions, and administrative requirements that pertain to successful applications. The Grant Management section of the NEH website outlines all the responsibilities of award recipients, including anti-lobbying restrictions, in great detail. Applicants may obtain the evaluations of their applications by sending an e-mail message to 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

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: www.Grants.gov
Grants.gov help desk: 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 *et seq*. 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; 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: Table of contents (name the file "contents.pdf")

     ATTACHMENT 2: List of project participants (name the file "participants.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") 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 6: History of grants (name the file "granthistory.pdf")

ATTACHMENT 7: Federally negotiated indirect-cost rate agreement, if applicable (name the file "agreement.pdf")

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

Visit Grants.gov's Adobe Software Compatibility page to verify the compatibility of your current software or to download the appropriate version at https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html**.** Even if you choose to complete the online webforms in Workspace, you will need to convert the files that you will attach (to the Attachments Form and the Budget Narrative Attachment Form) into PDFs. If you have a problem installing Adobe Reader, it may be because you do not have permission to install a new program on your computer. Many organizations have rules about installing new programs. If you encounter a problem, contact your system administrator.

Upload your application to Grants.gov. NEH **strongly** suggests that you submit your application no later than noon Eastern Time on the day of the deadline. Doing so will leave you time to contact the Grants.gov help desk for support, should you encounter a technical problem of some kind. The Grants.gov help desk is now available seven days a week, twenty-four hours a day (except on federal holidays), at 1-800-518-4726. You can also send an e-mail message to support@grants.gov.

Be sure to read the document (PDF) that explains how to confirm that you successfully submitted your application.

TIMELINE

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

April 3, 2019: Submit draft application (optional) by this date

April 3, 2019: Applicants that have not registered in the System for Award Management (SAM) and Grants.gov should begin the process by this date

May 1, 2019: Applicants that have registered in SAM and Grants.gov should verify their registrations by this date

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

July 2019: Peer review panel takes place

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

Late December 2019: Applicants are notified of the funding decisions

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

March 1, 2020: Successful applicants may begin work on their projects