



NATIONAL ENDOWMENT FOR THE HUMANITIES

Notice of Funding Opportunity

Funding Opportunity Title: Collaborative Research

Funding Opportunity Number: 20221130-RZ

Funding Opportunity Type: New

Federal Assistance Listing Number: 45.161

Application Deadline: November 30, 2022

**Ensure your SAM.gov and Grants.gov registrations and passwords are current.
It may take up to one month to register with SAM.gov and Grants.gov.
NEH will not grant deadline extensions for lack of registration.**

Division of Research Programs
Email: collaborative@neh.gov
Telephone: 202-606-8200
Federal Relay: 7-1-1

OMB control number 3136-0134, expiration date October 31, 2024

Executive Summary

The National Endowment for the Humanities (NEH) Division of Research Programs is accepting applications for the Collaborative Research program. This program supports groups of two or more scholars seeking to increase humanistic knowledge through convenings, manuscript preparation for collaborative publications, and the creation of scholarly digital projects. Projects must pursue significant research questions and lead to a tangible interpretive product. The collaborative work can be rooted in a single field of study or cross disciplines. NEH encourages collaboration with scholars working in the natural or social sciences, but projects must focus on humanistic content and employ humanistic methods.

| | |
|-------------------------------------|---|
| Funding Opportunity Title | Collaborative Research |
| Funding Opportunity Number | 20221130-RZ |
| Federal Assistance Listing Number | 45.161 |
| Optional Draft Deadline | September 15, 2022, 11:59 p.m. Eastern Time |
| Application Deadline | November 30, 2022, 11:59 p.m. Eastern Time |
| Anticipated Award Announcement | August 2023 |
| Anticipated FY 2023 Funding | Approximately \$2,500,000 |
| Estimated Number and Type of Awards | Approximately 15 grants |
| Award Amounts | Planning International Collaboration: up to \$25,000 Convening: up to \$50,000 Manuscript Preparation: up to \$250,000 Scholarly Digital Projects: up to \$250,000 |
| Cost Sharing/Match Required | No |
| Period of Performance | Planning International Collaboration: six to twelve months Convening: up to one year Manuscript Preparation: one to three years Scholarly Digital Projects: one to three years Projects must have a start date between October 1, 2023, and September 1, 2024. |
| Eligible Applicants | <ul style="list-style-type: none"> • nonprofit organizations recognized as tax-exempt under section 501(c)(3) of the Internal Revenue Code • accredited institutions of higher education (public or nonprofit) • state and local governments and their agencies • federally recognized Native American Tribal governments <p>See C. Eligibility Information for additional information.</p> |
| Program Resource Page | https://www.neh.gov/grants/research/collaborative-research-grants |
| Pre-Application Webinar | August 24, 2022, 2:00 p.m. Eastern Time Click here to register. |
| Published | August 9, 2022 |

Table of Contents

| | |
|---|-----------|
| A. Program Description | 1 |
| 1. Purpose | 1 |
| 2. Background..... | 4 |
| B. Federal Award Information | 4 |
| 1. Type of Application and Award | 4 |
| 2. Summary of Funding..... | 4 |
| C. Eligibility Information | 5 |
| 1. Eligible Applicants | 5 |
| 2. Cost Sharing..... | 5 |
| 3. Other Eligibility Information | 6 |
| D. Application and Submission Information | 7 |
| 1. Application Package..... | 7 |
| 2. Content and Form of Application Submission | 8 |
| 3. Unique Entity Identifier and System for Award Management | 28 |
| 4. Submission Dates and Times | 30 |
| 5. Intergovernmental Review | 30 |
| 6. Funding Restrictions | 30 |
| E. Application Review Information | 31 |
| 1. Review Criteria | 31 |
| 2. Review and Selection Process | 31 |
| 3. Assessment of Risk and Other Pre-Award Activities..... | 32 |
| 4. Anticipated Announcement and Award Dates | 33 |
| F. Federal Award Administration Information | 33 |
| 1. Federal Award Notices..... | 33 |
| 2. Administrative and National Policy Requirements | 33 |
| 3. Reporting | 35 |
| G. Agency Contacts | 35 |
| H. Other Information | 36 |

A. Program Description

1. Purpose

This notice solicits applications for the Collaborative Research program from the Division of Research Programs.

The Collaborative Research program aims to advance humanistic knowledge through collaboration between two or more scholars. The program encourages projects that propose diverse approaches to topics, incorporate multiple points of view, explore new avenues of inquiry in the humanities, and lead to manuscripts for print publication or to scholarly digital products.

You may propose a research project in a single field of study or interdisciplinary work. NEH encourages collaboration with scholars working in the natural or social sciences, but projects must focus on humanistic content and employ humanistic methods. Collaborations among different types of institutions are welcome. For example, research universities might partner with teaching colleges, libraries, museums, or independent research institutions. NEH encourages applications from Hispanic-Serving Institutions, Historically Black Colleges and Universities, and Tribal Colleges and Universities.

Scholars may be drawn from one or more institutions. NEH welcomes international collaboration, but scholars at U.S. institutions must contribute significantly to the project. (See [C3. Other Eligibility Information](#).)

You must propose tangible and sustainable outcomes as the end goal of the project, even if completion lies beyond the award's period of performance. Such outcomes may include, but are not limited to, co-authored or multi-authored books; born-digital publications; themed issues of peer-reviewed journals; a series of peer-reviewed articles in academic journals or articles in general audience publications or both; and open-access scholarly digital projects. All project outcomes must address at least one stated humanities research question and convey interpretive humanities work. You must present a plan to disseminate the project's results.

Funding is available for sustained activities conducted by the collaborators during the period of performance. Allowable costs include, but are not limited to, salary replacement; compensation of collaborators, consultants, and research assistants; fringe benefits; and travel, lodging, and per diem costs for convening participants.

See [D6. Funding Restrictions](#) for unallowable activities.

See [E1. Review Criteria](#) for the criteria NEH will use to evaluate applications under this notice.

Funding categories

The Collaborative Research program has four funding categories that support different types of collaborative projects and collaborative projects at different stages of development:

- [Planning International Collaboration](#)
- [Convening](#)
- [Manuscript Preparation](#)
- [Scholarly Digital Projects](#)

You must identify only one project category for funding, even if your project is part of a complex research agenda that includes other project types. You may submit follow-up applications for subsequent stages of the same project. See [C3. Eligibility Information](#).

NEH encourages recipients of Planning International Collaboration and Convening awards to apply for Manuscript Preparation or Scholarly Digital Projects in future competitions. However, the preparation of a subsequent NEH application is not an allowable activity during Planning International Collaboration and Convening awards.

A Planning International Collaboration or Convening award is not a prerequisite for a Manuscript Preparation or Scholarly Digital Projects application. Collaborators who are ready to implement their print or digital projects may apply directly for one of these categories.

Planning International Collaboration

Planning International Collaboration supports initial meetings to brainstorm, plan, and establish new scholarly collaborations. This category is for early-stage projects involving collaborators based in the U.S. and in one or more foreign countries. Scholars at U.S. institutions must contribute significantly to the project. Examples of funded activities include, but are not limited to, research time to correspond and exchange ideas through videoconferencing; joint travel for collaborators to a relevant site, archive, library, or collection to investigate a project's feasibility; exploratory workshops or working group meetings for collaborators; and writing time to complete a plan for future research and publication.

Primary products for Planning International Collaboration awards include, but are not limited to, a written plan for collaborative research activities and future print publications or digital scholarly projects; livestreamed or recorded video of workshops; web-posted papers; and podcasts, blogs, and discussion boards.

Planning International Collaboration awards are up to \$25,000 with a period of performance of between six and twelve months.

Convening

The Convening category supports a single scholarly conference, symposium, or seminar that is open to members of an intellectual community broader than the invited attendees, or up to two working group meetings that advance a single project and may be restricted to primary collaborators. If you propose working group meetings of primary collaborators alone, you must explain why this is necessary. Convening projects should gather participants, virtually or in-person, to sharpen an already established collaborative research topic and work towards subsequent print publications or scholarly digital projects.

NEH expects you to advertise convenings appropriately and include a variety of scholars representing diverse points of view. Typical funding requests include, but are not limited to, compensation for the organizing scholar(s); travel, per diem, accommodation, and honoraria for presenters; and costs related to the rental of a venue or audio-visual services. Attendance at the convening must be free of charge.

Primary products for Convening awards include, but are not limited to, livestreamed or recorded video of the event; web-posted papers; preparation of conference papers for subsequent edited volumes or peer-reviewed articles; and podcasts, blogs, and discussion boards.

Convening awards are up to \$50,000 with a period of performance of up to one year. If your period of performance is less than one year, you must prorate your request by month.

Manuscript Preparation

The Manuscript Preparation category supports the completion of collaborative manuscripts in preparation for print publication. Examples include, but are not limited to, co- or multi-authored monographs and edited volumes; a series of peer-reviewed articles; and themed issues of peer-reviewed journals. Typical funding requests include, but are not limited to, compensation for research and writing time; joint travel for collaborators to a relevant site, archive, library, or collection to conduct research; and compensation for consultants. The Manuscript Preparation category does not support travel or venue costs for a conference, symposium, or seminar. You should submit the manuscript to a publisher at the end of the period of performance. NEH encourages publication that enables broad public access, insofar as the condition of the materials and intellectual property rights allow.

Manuscript Preparation awards are up to \$250,000 with a period of performance of one to three years. You may request up to \$100,000 per year for the first and second year and up to \$50,000 for the third year. If your period of performance includes partial years, you must prorate your request by month. For example, if your proposed period of performance is 18 months, you could request up to \$150,000. If your proposed period of performance is 30 months, you could request up to \$225,000.

Scholarly Digital Projects

The Scholarly Digital Projects category supports the preparation of born-digital scholarly publications, resources, or tools designed to address explicitly stated humanities research questions. The digital project must include significant, integral humanities interpretation or advance an argument. The project must serve an intellectual community beyond the collaborators. Proposals may involve one or more lead scholars collaborating with digital humanities specialists, librarians, or archivists to prepare a digital publication or project using preexisting platforms, programs, or other technological infrastructure. Scholarly resources and tools may include, but are not limited to, open-access databases with interpretive content, GIS mapping projects, and content-rich websites.

Typical funding requests include, but are not limited to, compensation for time to conduct research, write content, and design and build the digital project; joint travel for collaborators to a relevant site, archive, library, or collection to conduct research; and compensation for consultants. This category does not support travel or venue costs for a conference, symposium, or seminar. Applications in this category must present a long-term sustainability plan and discuss options for peer review. NEH encourages you to pursue broad public access to the project, insofar as intellectual property rights allow.

Several other NEH programs support digital projects. See [Related funding opportunities](#) to be sure you are proposing your project to the program for which it is most appropriate.

Scholarly Digital Projects awards are up to \$250,000 with a period of performance of one to three years. You may request up to \$100,000 per year for the first and second year and up to \$50,000 for the third year. If your period of performance includes partial years, you must prorate your request by month. For example, if your proposed period of performance is 18 months, you could request up to \$150,000. If your proposed period of performance is 30 months, you could request up to \$225,000.

2. Background

NEH offers this funding opportunity under the authority of [20 U.S.C. § 956](#). 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 \(for grants and cooperative agreements issued January 1, 2022 or later\)](#).

Under the [National Foundation on the Arts and the Humanities Act of 1965](#), “The term ‘humanities’ includes, but is not limited to, the study of the following: language, both modern and classical; linguistics; literature; history; jurisprudence; philosophy; archaeology; comparative religion; ethics; the history, criticism and theory of the arts; those aspects of the social sciences which have humanistic content and employ humanistic methods; and the study and application of the humanities to the human environment with particular attention to reflecting our diverse heritage, traditions, and history and to the relevance of the humanities to the current conditions of national life.”

Use the [Funded Projects Query Form](#) to find examples of NEH-supported projects.

[Learn more about NEH.](#)

B. Federal Award Information

1. Type of Application and Award

NEH seeks new applications in response to this notice.

NEH will provide funding in the form of grants.

2. Summary of Funding

| Funding category | Period of Performance | Award Amount |
|--------------------------------------|-----------------------|--|
| Planning International Collaboration | Six to twelve months | Up to \$25,000 |
| Convening | Up to one year | Up to \$50,000 |
| Manuscript Preparation | One to three years | Up to \$250,000 (up to \$100,000 per year for years one and two and up to \$50,000 for year three) |
| Scholarly Digital Projects | One to three years | Up to \$250,000 (up to \$100,000 per year for years one and two and up to \$50,000 for year three) |

Award amounts

If you are applying for partial years, you must prorate your request by month for all categories except for Planning International Collaboration. For example, if you propose a Convening project with a six-month period of performance, you can request up to \$25,000. For Manuscript Preparation and Scholarly Digital Projects awards, if you propose a period of performance of 18 months, you can request up to \$150,000. If you propose a period of performance of 30 months, you could request up to \$225,000.

NEH anticipates awarding approximately \$2,500,000 among an estimated 15 recipients.

NEH will not determine the amount available until Congress makes appropriations for FY 2023. NEH will issue awards subject to the availability of appropriated funds. NEH is publishing this notice as a contingency action to ensure that NEH can process applications and issue awards in a timely manner, should sufficient funds become available.

Period of performance

You may begin your period of performance between October 1, 2023, and September 1, 2024.

The period of performance is the span of time during which you may incur expenses to carry out the work under the award. It must start on the first day of the month and end on the last day of a month.

C. Eligibility Information

1. Eligible Applicants

To be eligible to apply, you must be established in the United States or its jurisdictions as one of the following organization types:

- a [nonprofit organization recognized as tax-exempt under section 501\(c\)\(3\) of the Internal Revenue Code](#)
- an [accredited institution of higher education](#) (public or nonprofit)
- a state or local government or one of their agencies
- a [federally recognized Native American Tribal government](#)

If you are an eligible applicant, you may apply on behalf of a consortium of collaborating organizations. If NEH selects your proposal for funding, you will be programmatically, legally, and fiscally responsible for the award.

To be eligible, you must not function solely as a fiscal agent for another entity and must make substantive contributions to the success of the project.

Individuals and other organizations, including foreign and for-profit entities, are ineligible.

2. Cost Sharing

NEH does not require cost sharing in this program unless you request federal matching funds.

Cost sharing or matching is the portion of the project costs you pay for with non-NEH funds. Peer reviewers will not consider cost sharing in their evaluation of applications.

If you request federal matching funds, you must raise third-party non-federal gifts dollar-for-dollar. NEH will certify the allowability of these gifts before releasing federal matching funds. Typically, NEH distributes federal matching funds on an annual basis over the period of performance. See the [NEH Federal Matching Funds Guidelines](#).

Include required third-party non-federal gifts on your [Research and Related Budget](#) and identify them in your [budget justification](#).

You may contribute voluntary cost share to your project if the total costs exceed the amount awarded by NEH. Voluntary cost share includes:

- cash contributions made to the project by you or a third party
- your unrecovered indirect costs
- in-kind contributions (non-cash contributions, such as property or services, that benefit the project and are contributed without charge) by you or a third party

While you may describe voluntary cost share in your [budget justification](#), you should not include it on your [Research and Related Budget](#).

You must maintain auditable records of the source and use of cost share. See [2 CFR § 200.306](#).

Learn about [types of funds NEH offers](#).

3. Other Eligibility Information

You may submit multiple applications for separate and distinct projects under this notice. However, an individual may not be the project director or co-project director on more than one application to the program per competition. See [Designating project directors and co-directors](#) for further restrictions.

You may revise and resubmit previously rejected applications, which NEH will assess using the [same criteria](#) as others in the current competition.

If NEH has previously made an award in support of your project, you may submit an application for a new or subsequent stage of the project, which NEH will assess using the [same criteria](#) as other applications in the current competition.

Per [2 CFR § 200.403\(f\)](#), you must not include the same project costs in more than one application for federal funding and/or approved federal award budget. However, you may submit multiple proposals for **complementary** aspects of the same overall project. NEH may disallow costs or reject applications with overlapping project costs. An individual's level of effort cannot exceed 100% across multiple active federally funded awards.

NEH does not make awards to other federal entities. If your project is so closely intertwined with a federal entity that the project takes on characteristics of the federal entity's own authorized activities, it is ineligible. You may use funds from, or sites and materials controlled by, other federal entities in your project, but you may not use them as gifts to release NEH matching funds.

NEH does not provide financial assistance to foreign institutions or organizations. If you are an eligible domestic entity, you may apply for collaborative projects involving foreign organizations provided you do not use NEH funds for the purpose of issuing subawards to any foreign organization, as defined in [2 CFR §§ 200.1](#) and [.331\(a\)](#). You may obtain the services of foreign individuals and consultants to carry out programmatic activities on a fee-for-service basis, as specified in [2 CFR § 200.459](#). You may obtain goods and services from foreign vendors, such as in-country transportation services, in accordance with [2 CFR § 200.331\(b\)](#). If you plan to submit an application involving international collaboration and have questions about these stipulations, contact program staff at collaborative@neh.gov.

Except for the rare cases covered by its [late submission policy](#), NEH must receive your application by the [deadline](#).

NEH will not consider incomplete, nonresponsive, or ineligible applications for funding.

NEH will not review applications that exceed page limits or violate formatting instructions. See the [Application Components Table](#).

Designating project directors and co-directors

- Project directors must be scholars, not administrators. They must hold a terminal degree and demonstrate (through the publications, presentations, and other experience detailed in their résumé) their ability to carry out the proposed project. Institutions must designate an affiliated scholar as the project director. Collaborating scholars who may or may not be affiliated with the applicant institution can be designated as co-directors.
- All applications must include at least one collaborating scholar in addition to the project director.
- Project directors must devote significant, sustained time and effort to the project during the period of performance.
- Members of the project team (including the project director) need not be U.S. citizens or U.S. residents, so long as the applicant institution is eligible. While international collaboration is required for Planning International Collaboration awards and welcome for Convening, Manuscript Preparation, and Scholarly Digital Projects awards, scholars at U.S. institutions must contribute significantly to the project.
- Degree candidates must not be project directors, co-directors, or the sole collaborator. They may, however, serve in other roles on the project team. If an individual on the project team is the project director, co-director, or the only other collaborating scholar, and has satisfied all the requirements for a degree but is awaiting its conferral, the application must include a letter from the dean of the conferring school attesting that the individual has completed all degree requirements by the application deadline. Include the letter in [Attachment 6: Appendices](#).
- An individual may serve as the project director or co-director of only one Collaborative Research award at a time.
- Current recipients may submit another Collaborative Research application with the same project director while they have an open award, but the open award and pending application may not include overlapping work activities or periods of performance.
- Project directors, co-directors, and collaborators of funded Collaborative Research applications must not hold concurrent full-time awards from the NEH Division of Research Programs—for example, an NEH Fellowship.

D. Application and Submission Information

1. Application Package

You must apply using Grants.gov Workspace or a Grants.gov system-to-system solution. You can find this funding opportunity in Grants.gov under number 20221130-RZ. There is also a link on the [program resource page](#).

Once you have located the funding opportunity in Grants.gov, you will find the application package under the “Package” tab. It includes a series of required and conditionally required forms. You will upload additional application components using the [Attachments Form](#).

You must complete a multistep registration process to submit your application. See [D3. Unique Entity Identifier and System for Award Management](#).

Contact collaborative@neh.gov to request a paper copy of this notice.

If you are deaf or hard of hearing, you can contact NEH using Federal Relay at 7-1-1.

2. Content and Form of Application Submission

Your application will include a [narrative](#), [budget](#), and other [forms](#) and [attachments](#). You will complete the forms within Grants.gov Workspace and upload other components into the [Attachments Form](#). See the Application Component Table.

NEH has assigned each application component one of the following designations:

- Required: You must submit this component.
- Conditionally Required: You must submit this component if your proposal meets the specified conditions.

You must submit all required components and conditionally required components relevant to your proposal. **NEH will not review applications missing any required documents or relevant conditionally required documents.**

In addition, NEH has established page limits for some application components:

- Mandatory: You must not exceed the page limit.
- Suggested: NEH encourages, but does not require, you to abide by the page limit.

Take note of the page limits and formatting instructions in this notice. **NEH will not review applications that exceed mandatory page limits or violate formatting instructions.**

Your application components must conform to the following formatting requirements, unless otherwise indicated:

- pages no larger than standard letter (8 ½" x 11")
- at least one-inch margins on all sides for all pages
- a font no smaller than 11 points

In addition, you are encouraged to format your components consistent with the following:

- single-spacing
- a readable font such as Arial, Georgia, Helvetica, or Times New Roman
- any standard citation style (citations are included in page counts)

Application Component Table

| Application Component | File Name | Designation | Page limits |
|--|---------------------|------------------------|--------------------------------|
| Grants.gov forms | | | |
| SF-424 Application for Federal Assistance - Short Organizational | | Required | |
| Supplementary Cover Sheet for NEH Grant Programs | | Required | |
| Project/Performance Site(s) Location Form | | Required | |
| Research and Related Budget Attachments Form | | Required | |
| Certification Regarding Lobbying | | Conditionally required | |
| Standard Form-LLL "Disclosure of Lobbying Activities" | | Conditionally required | |
| Attachments | | | |
| 1: Project team | team.pdf | Required | 2 (mandatory) |
| 2: Narrative | narrative.pdf | Required | 11 (mandatory) |
| 3: Work plan | workplan.pdf | Required | 2 (mandatory) |
| 4: Résumés for project team members | resumes.pdf | Required | 2 pages per résumé (suggested) |
| 5: Bibliography | bibliography.pdf | Required | 3 (mandatory) |
| 6: Appendices | appendices.pdf | Required | 10 (mandatory) |
| 7: Statement of funding received and requested | fundingreceived.pdf | Conditionally required | 2 (suggested) |
| 8: Subrecipient budget(s) | subrecipient.pdf | Conditionally required | |
| 9: Federally negotiated indirect cost rate agreement | agreement.pdf | Conditionally required | |
| 10: Explanation of delinquent federal debt | delinquentdebt.pdf | Conditionally required | |

Narrative

Compose a comprehensive description of your proposed project. Your narrative should be succinct, well organized, and free of technical terms and jargon so that peer reviewers can understand the proposed project.

You must limit the narrative to eleven single-spaced pages. Do not include a cover page, an executive summary, or a table of contents. You may include images, charts, diagrams, footnotes, and endnotes if they fit within the page limit. NEH encourages you to number the pages.

Organize your narrative using the following section headings. Each section aligns with one or more [review criteria](#) NEH will use to evaluate your proposal.

Project overview (about one paragraph)

In the first sentence, state the application's funding category:

- [Planning International Collaboration](#)
- [Convening](#)
- [Manuscript Preparation](#)
- [Scholarly Digital Projects](#)

Provide a concise statement about your project written for a non-specialist audience. Describe the expected final outcome(s) of the project. Include a prospective completion date (this may be beyond the end date of the period of performance).

Significance and impact (about one page; aligns with [review criterion 1. Significance](#))

Provide a summary argument for your project's significance for the humanities, broadly understood. Connect it to larger topics in the humanities beyond your specific field's concerns. Situate your project in the context of existing humanities discourse to highlight its contribution. Describe the anticipated impact of your project's proposed outcome(s) on the intended audience and on future scholarship.

Substance and context (about two pages; aligns with [review criterion 1. Significance](#))

Describe your project and its value to specific fields. Articulate your major research questions and the particular contributions the project will make to enhance knowledge and understanding in one or more areas of the humanities. Describe the scope of the research and the source materials. Discuss the relationship of the new research to ongoing work in the field by identifying related projects and including a brief bibliographical essay on the relevant literature. Provide a detailed bibliography of relevant primary and secondary sources as [Attachment 5: Bibliography](#).

Methods and execution (about two pages; aligns with [review criterion 2. Methods and execution](#) and [review criterion 3. Collaboration](#))

Describe your project's theoretical framework and research design and explain why a collaborative approach is the best way to fulfill its goals. Discuss your rationale for choosing particular methods and how those methods address your research questions. Note additional category-specific requirements.

Planning International Collaboration applications: Describe how you will develop the collaborative project and its final outcome(s). Relate the methods to the proposed activities. Explain the choice of U.S. and international collaborators. If you propose in-person meetings, such as exploratory workshops or other working groups, justify why in-person, as opposed to virtual, meetings are necessary. Describe how you will conduct these meetings and what they will achieve. Explain the goals of any proposed travel.

Convening applications: Describe the convening event and explain why that particular format (conference, symposium, seminar, or working group; in-person, virtual, or hybrid) best serves the project's goals. If you propose working groups of collaborators alone, please

explain why this is necessary. Explain how the event will lead to a tangible outcome such as a future print publication or digital project. Describe the venue and expected participants. Discuss how you selected presenters and other participants, indicating how many have confirmed their participation. Describe the design of the convening and summarize the themes of sessions or the topics of groups of papers.

Where appropriate, describe additional sponsorship, participant logistics, and advertising. Include the URL for the convening's website, if available.

Provide a list of speakers and invited participants, their paper titles or roles, and their confirmation status with the draft agenda of the convening in [Attachment 6: Appendices](#).

Manuscript Preparation applications: Describe how collaboration will take place and the division of labor to produce the planned manuscript. Discuss remaining research you will undertake and associated travel. Explain why print publication is the best way to communicate the project's results. Describe negotiations with prospective publishers and whether you have made a formal agreement. Provide a detailed chapter outline to convey the content of the planned manuscript and its arguments or other findings in relation to the research questions. If the project involves materials under copyright, indicate your plans to secure the necessary permission to publish.

Scholarly Digital Projects applications: Describe how collaboration will take place and the division of labor that will produce the planned digital publication or project. Discuss remaining research you will undertake and associated travel. Justify why digital methods and a digital format are the best way to communicate the project's results. Describe the organization and contents of the digital publication or project, including detail about the project's interpretive components. Provide screenshots or mock-ups and URLs if possible (see [Attachment 6: Appendices](#)). Discuss the technology you will employ, keeping in mind that NEH views the use of open-source software as a key component in the broad distribution of exemplary digital scholarship in the humanities. If you will not employ generally accessible open-source software, explain why. Where appropriate, provide information on pertinent technical standards and the use of best practices, such as Text Encoding Initiative (TEI)-conformant markup, data management, and digital preservation infrastructure and policies. Where applicable, identify institutional partners who will act as digital publishers or participate in building the digital project. If the project involves materials under copyright, indicate your plans to secure the necessary permissions.

History of the project and its productivity (about one page; aligns with review criteria 1. Significance and 2. Methods and execution)

Explain how the project began and its progress to date. Describe planning or research you have already completed. For new projects, explain the motivations for seeking the collaboration.

Indicate major products to date—in print or digital form—with print runs or usage statistics. List full citations in the bibliography ([Attachment 5](#)).

If you have previously received NEH funding for any phase of the proposed research project, discuss how the previously funded project met, or did not meet, its goals according to its original or amended work plan.

If you are requesting support for a specific part of a larger project, briefly describe the overall design of the whole and clearly delineate the specific part intended for NEH funding through this application. See [Related funding opportunities](#).

If work on the project will continue after the proposed period of performance, describe the remaining work and probable sources of financial support. For long-term projects, provide a provisional plan for overall completion, including milestones with dates.

Collaboration (about two pages; aligns with [review criterion 3. Collaboration](#))

Summarize the specific qualifications and responsibilities of the project team members (those named in [Attachment 1: Project team](#)). Describe their contributions to the project and estimate how much time they will spend on it—for example, part-time during the academic year and full-time during the summer (see [Budget Justification](#)). Explain the benefits of bringing together these particular scholars (and, for Convening projects, any additional participants). Describe aspects of project design that will maximize that collaborative potential. For project team members providing technical support, scientific or conservation work, or laboratory analysis, explain how their activities are important for achieving the project's goals.

Work plan (about one page; aligns with [review criterion 4. Work plan and completion](#))

Summarize your work plan. Provide an overview of what you will accomplish, identifying major phases and milestones. Discuss how you will use NEH funds to advance these goals. Describe a set of activities for each phase and specify the project team members involved. For multi-institutional collaborative projects, discuss the distribution of responsibilities across each institution. Provide a detailed version of your work plan in [Attachment 3](#). Do not duplicate that work plan here.

Final product and dissemination (about one or two pages; aligns with [review criterion 5. Outcomes and access](#))

Address category-specific requirements below.

Planning International Collaboration applications: Describe how you will disseminate the expected results of the initial collaboration, workshops, or other working group meetings beyond the project team members (for example, public presentations, white papers, blog posts, etc.). Provide a plan to assess the project's feasibility. Describe the next steps to be taken, possible sources of future funding, and the anticipated outcome(s) of the project.

Convening applications: Describe how you will disseminate the results of the convening (for example, via livestreamed or recorded video of the convening, web-posted papers, podcasts, blogs, or discussion boards). Identify future publication and dissemination goals and timelines, even those beyond the period of performance. Provide any available information about a future publication, including the likely publisher. You may include pertinent correspondence with publishers in [Attachment 6: Appendices](#).

Manuscript Preparation applications: Describe how you will disseminate the results of the project. Discuss plans for publication, peer-review, and publicity, as well as estimated prices. You may include pertinent correspondence with publishers in [Attachment 6: Appendices](#).

Scholarly Digital Projects applications: Discuss how you will disseminate the digital publication or scholarly resource, including plans for enhancing its discoverability and accessibility. Describe what will be available digitally to users by the end of the period of performance. If applicable, provide projected usage statistics or subscription figures. NEH expects that you will maintain any materials produced in digital form to ensure their long-term availability. To that end, describe how you will maintain and support the project’s digital results beyond the period of performance. Describe the digital publisher or hosting institution’s ability to ensure sustained access to the project and its commitment to doing so. Describe how you will sustain the project financially.

| Narrative Alignment | |
|--|--|
| Each section of the narrative aligns with corresponding review criteria. Use the crosswalk to ensure you address all criteria. | |
| <u>Narrative Section</u> | <u>Review Criteria</u> |
| <u>Project overview</u> | Not applicable |
| <u>Significance and impact</u> | <u>1. Significance</u> |
| <u>Substance and context</u> | <u>1. Significance</u> |
| <u>Methods and execution</u> | <u>2. Methods and execution</u> <u>3. Collaboration</u> |
| <u>History of the project and its productivity</u> | <u>1. Significance</u> <u>2. Methods and execution</u> |
| <u>Collaboration</u> | <u>3. Collaboration</u> |
| <u>Work plan</u> | <u>4. Work plan and completion</u> |
| <u>Final product and dissemination</u> | <u>5. Outcomes and access</u> |

Research and Related Budget

You must submit a project budget using the Research and Related Budget form included in the Grants.gov application package and attach a [budget justification](#).

Complete a single detailed budget for the entire period of performance. The form will generate a cumulative budget.

If you are only requesting outright funds, your budget should include only the funding you are requesting from NEH. If you are requesting federal matching funds, your budget must equal the total funding requested from NEH (outright and federal matching funds) and the one-to-one required third-party cost share for the federal matching funds. Refer to the [NEH Federal Matching Funds Guidelines](#) regarding the eligibility of gifts for matching purposes.

The total federal matching funds and cost share should equal the amounts indicated on the [Supplementary Cover Sheet for NEH Grant Programs](#) in the “Federal Matching” and “Cost Sharing” fields. Learn about [types of funds NEH offers](#).

If you will provide voluntary cost share, do not include it on the Research and Related Budget form. You may describe it in your [budget justification](#).

All costs, whether supported by NEH funds or required cost sharing contributions (if applicable), must be reasonable, necessary to accomplish project objectives, allowable in terms of [2 CFR 200 Subpart E - Cost Principles](#), auditable, and incurred during the period of performance. All costs are subject to audit, record retention, and other requirements set forth in [2 CFR 200 Subpart F - Audit Requirements](#).

You should only include your own employees under [A. Senior/Key Person](#) and [B. Other Personnel](#). Include team members in leadership roles in the project under [A. Senior/Key Person](#). Include other team members under [B. Other Personnel](#). Include costs for non-employees under [F3. Consultant Services](#) or [F5. Subawards/Consortium/Contractual Costs](#), as appropriate.

If you charge indirect costs to the project, you must not charge those same costs to the project as direct costs. See [H. Indirect Costs](#).

Introductory Fields

If not pre-populated, indicate your organization's Unique Entity Identifier, name, and the period of performance. This should be the same as the information you provide on your [SF-424 Application for Federal Assistance - Short Organizational](#). You may need to complete the [SF-424](#) prior to completing your Research and Related Budget. Your period of performance must start on the first day of the month and end on the last day of the month. For budget type, check "project."

A. Senior/Key Person

Include personnel **who are employed by the applicant institution** in leadership roles on the project. Do not include collaborators at other institutions or consultants, as you will include them in [F. Other Direct Costs](#).

Enter the base salary (annual compensation) for each senior/key person and identify the number of months they will devote to the project. If you do not include base salaries, your award may be delayed.

Many non-academic institutions organize their budgets using calendar months. If your organization does not differentiate between academic and summer months, use only the calendar months column.

If your organization follows an academic calendar, you may differentiate levels of effort by using the academic and summer months columns. You may also use both columns if your institutional policy requires accounting for academic and summer months separately. If your institution does not use a nine-month academic year and a three-month summer period, include your institution's definition of these terms in your [budget justification](#).

Enter the requested salary and fringe benefits for each senior/key person. Per [2 CFR § 200.431](#), fringe benefits are allowances and services you provide in addition to 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.

Requested salaries and wages must comply with [2 CFR §§ 200.430](#) and [.466](#) and fringe benefits must comply with [2 CFR § 200.431](#).

The form will calculate the requested salary and fringe benefits for each key person.

The form has space for up to eight people. If you request funds for additional key personnel, list them in a separate document using the same format as the Research and Related Budget. Save the document as a PDF named additionalpersonnel.pdf and attach it under "Additional/Senior Key Persons." If applicable, enter the total funds you are requesting for additional senior/key persons in the "Total Funds requested for all Senior/Key Persons in the attached file" field.

B. Other Personnel

Include personnel **employed by the applicant institution** who will play a supporting role on the project. For each project role, identify the number of personnel proposed, the total number of months, total salary, and total fringe benefits requested as described in [A. Senior/Key Person](#). The form will calculate the requested salary and fringe benefits for each group.

Post-doctoral associates, graduate students, and undergraduate students

If applicable, include charges for tuition remission and other forms of compensation paid to students as, or in lieu of, salaries and wages. You must report such costs in accordance with [2 CFR § 200.466\(b\)](#), and must treat them as direct or indirect costs in accordance with the actual work performed. You may charge tuition remission on an average rate basis.

Secretarial/Clerical

In most circumstances, you should include the salaries of administrative, secretarial, or clerical staff as indirect costs (see [H. Indirect Costs](#)). Per [2 CFR § 200.413\(c\)](#), you may charge salaries for administrative or clerical staff as direct costs only if the following conditions are met:

- The administrative or clerical services are integral to a project or activity.
- The individuals involved can be specifically identified with the project or activity.
- You explicitly include these costs in your budget or have prior written approval from NEH.
- You do not also recover the costs as indirect costs.

If you include administrative or clerical salaries in your budget as direct costs, document how direct charging meets all four conditions in your [budget justification](#). NEH may request additional information to assess if proposed costs are allowable.

Additional Other Personnel

List additional project roles, if applicable. The form has space for six named roles. If you have more, combine project roles on the form and explain in your [budget justification](#).

Requested salaries and wages must comply with [2 CFR §§ 200.430](#) and [.466](#) and fringe benefits must comply with [2 CFR § 200.431](#).

Do not list collaborators at other institutions or consultants here, as you will include them in [F. Other Direct Costs](#).

C. Equipment Description

As a matter of programmatic policy, award funds may not be used to purchase equipment.

D. Travel

Enter the total funds you are requesting for both domestic travel (local and long-distance) and foreign travel (including travel to Canada and Mexico). Provide a detailed breakdown of costs

for each trip in your [budget justification](#). **If you make nonrefundable travel arrangements, it is at your own risk. You cannot charge cancelled travel to your award.**

Travel costs must comply with [2 CFR § 200.475](#) and the [General Terms and Conditions for Awards to Organizations](#). NEH uses the General Services Administration's [published per diem rates](#) to assess if proposed travel costs are reasonable.

You may not use NEH funds to attend regularly occurring professional meetings.

Include travel costs for participants in [E3](#) and travel costs for consultants in [E3](#).

The form will calculate total travel costs.

E. Participant/Trainee Support Costs

Participants are the beneficiaries, not the providers, of a service or training opportunity (such as a workshop, conference, seminar, or symposium) funded by a federal award.

[2 CFR § 200.1](#) defines participant support costs as direct costs for expenses such as stipends, travel allowances, subsistence allowances, and registration fees paid to or on behalf of participants (but not employees) in connection with conferences or training projects. As a matter of programmatic policy, you may not use funds under this notice for training (see [D6. Funding Restrictions](#)).

[2 CFR § 200.432](#) defines a conference as a meeting, retreat, seminar, symposium, workshop, or event, the primary purpose of which is the dissemination of technical information beyond the non-federal entity, and which is necessary and reasonable for successful performance under the federal award.

Include supporting information in your [budget justification](#). **If you or your participants make nonrefundable travel arrangements, it is at your own risk. You cannot charge cancelled travel to your award.**

The form will calculate total participant support costs.

1. Tuition/Fees/Health Insurance

Leave this field blank.

2. Stipends

Enter the total funds you are requesting for participant stipends.

3. Travel

Enter the total funds you are requesting for participant travel. In your [budget justification](#), name the travelers (if known) and itemize their travel expenses (e.g., roundtrip airfare, mileage, public transportation fares, parking fees, etc.).

4. Subsistence

Enter the total funds you are requesting for participant subsistence. Subsistence expenses include lodging and service charges; meals, including taxes and tips; and incidental expenses (e.g., fees and tips).

5. Other

Describe other participant support costs (e.g., local ground transportation to venues, admission fees, bottled water, etc.) and enter the total funds you are requesting. You may provide additional information in your [budget justification](#).

Number of Participants/Trainees

Enter the total number of participants. This field cannot exceed 999.

F. Other Direct Costs

The form will calculate total other direct costs.

1. Materials and Supplies

Enter the total funds you are requesting for materials and supplies that cost less than \$5,000 per item, regardless of its useful life, unless your organization has established a different capitalization level. See [2 CFR §§ 200.314](#) and [.453](#).

As a matter of programmatic policy, you may not use award funds to purchase computers or peripherals, such as printers and scanners.

2. Publication Costs

As a matter of programmatic policy, the Collaborative Research program funds manuscript preparation up to submission to a publisher and funds the building of digital projects but does not allow costs related to publication (including editing of page proof and indexing), production (including typesetting and printing), and distribution. The program does not support press subventions.

3. Consultant Services

Enter the total funds you are requesting for consultant services. If your project includes an advisory committee, include associated costs here.

Consultant fees must comply with [2 CFR § 200.459](#).

4. Automated Data Processing (ADP)/Computer Services

Enter the total funds you are requesting for ADP/computer services, including computer-based retrieval of scientific, technical, and education information.

If a third party will provide these services, include them in [Subawards/Consortium/Contractual Costs](#).

5. Subawards/Consortium/Contractual Costs

Enter the total funds you are requesting (both direct and indirect costs) for activities third parties will perform.

Per [2 CFR §§ 200.1](#) and [.331\(a\)](#), a subaward is an award you issue to a subrecipient to carry out part of your federal award. Subawards do not include payments to contractors (as defined in [2 CFR §§ 200.1](#) and [.331\(b\)](#)) or payments to individuals who are beneficiaries of federal programs.

You may provide a subaward through any form of legal agreement, including an agreement you consider a contract. The substance of your relationship with a third party is more important

than the form of the agreement when determining if the third party functions as a subrecipient or contractor. See [2 CFR § 200.331\(c\)](#).

NEH may request additional information in order to assess if proposed costs are reasonable and allowable. See [2 CFR §§ 200.331](#) and [.332](#).

If a subrecipient claims indirect costs, include its federally negotiated indirect cost rate agreement in [Attachment 9: Federally negotiated indirect cost rate agreement](#). You do not have to include an agreement for any subrecipient that requests the 10% de minimis rate.

See [F2. Administrative and National Policy Requirements](#) for additional information on monitoring subrecipients' performance.

6. Equipment or Facility Rental/User Fees

Enter the total funds you are requesting for rental fees for equipment and facilities (sometimes referred to as user fees).

If you will use your own equipment and facilities, you may charge depreciation in compliance with [2 CFR § 200.436](#). Alternatively, if you will use equipment you purchased with federal funds under another award, you may charge user fees consistent with [2 CFR § 200.313\(c\)\(2\)](#). You may not charge both depreciation and user fees.

If you will host a conference, you may rent facilities per [2 CFR § 200.432](#). If you are renting facilities under a "less-than-arm's-length" lease, you must comply with [2 CFR § 200.465\(c\)](#).

Federally funded meetings and conferences must take place in properties that comply with the [Hotel and Motel Fire Safety Act of 1990 \(Pub. L. 101-391\)](#). Consult the U.S. Fire Administration's [National Master List](#) for fire code compliant hotels.

7. Alterations and Renovations

Leave this line blank. Per [2 CFR §200.462](#), costs incurred for ordinary and normal rearrangement and alteration of facilities are allowable as indirect costs.

8-10. Other

List items you have not included in other previous categories or in the indirect cost pool. "Other" project-specific costs may include fees for promotion, acquisition, rights, and accessibility accommodations (e.g., audio description, sign-language interpretation, closed or open captioning, large-print brochures/labeling). "Miscellaneous" and "contingency" are not acceptable budget categories.

Per [2 CFR § 200.432](#), allowable conference costs include speakers' fees, costs of meals and refreshments, and other incidental items. You must exercise discretion and judgment to ensure that costs are appropriate, necessary, and managed in a manner that minimizes costs to the award.

Food and/or meals are only allowable when vendors are unavailable during the scheduled program. You may not use federal funds for meals/food/refreshments at receptions or "networking" events. If participants will receive complimentary meals or refreshments during meetings, conferences, or other events while on NEH-supported travel, you must reduce the per diem you charge to the award accordingly. Per [2 CFR § 200.423](#), you may not use federal funds for alcoholic beverages.

G. Total Direct Costs

The form will calculate total direct costs.

H. Indirect Costs

Indirect costs are costs that your institution incurs for common or joint objectives and that you cannot readily identify with a specific project or activity. Indirect costs include such expenses as the depreciation on buildings, equipment, and capital improvements; operations and maintenance expenses; accounting and legal services; and salaries of executive officers.

You do not have to claim indirect costs, but if you do, calculate the amount you may request by multiplying the applicable indirect cost rate by the distribution base, which is typically the project's modified total direct costs (MTDC).

Per [2 CFR § 200.1](#), MTDC are 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 subaward). **MTDC exclude equipment, capital expenditures, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward in excess of \$25,000.**

Review your institution's negotiated indirect cost rate(s) to ensure you are using the most appropriate rate for your project. Many institutions of higher education negotiate multiple rates, such as "research," "instruction," and "other sponsored activities." An institution's "research" rate is not the appropriate rate for inclusion in NEH project budgets, except in rare cases, since it is reserved for projects involving scientific research, not scholarly inquiry of the type most often supported by NEH.

Except as provided in [2 CFR § 200.414\(c\)\(1\)](#), NEH must use the negotiated rate(s) that are in effect at the time it issues your award and will not adjust the rate(s) throughout the life of your award. NEH will not adjust your award amount as a result of changes to your negotiated rates.

If an educational institution does not have a negotiated rate with the federal government when NEH issues an award (because the educational institution is a new recipient or the parties cannot reach agreement on a rate), but has a provisional rate, NEH must use the provisional rate until a final cost is negotiated and approved by the cognizant agency, except as provided in [2 CFR § 200.414](#). If the recipient fails to negotiate an indirect cost rate applicable to the period of performance within the period of performance, NEH may disallow indirect costs.

If your organization does not have a federally negotiated indirect cost rate, you may:

- submit an indirect cost proposal to your cognizant federal agency to negotiate a rate within three months of your award's period of performance start date; or
- charge a de minimis rate of 10% applicable to MTDC (see [2 CFR § 200.414\(f\)](#))

If you choose one of these options, indicate this under [Indirect Cost Type](#). If you do not choose either of the above options, you may only charge costs that are allocable, allowable, and reasonable to the award.

Include a copy of your federally negotiated indirect cost rate agreement, along with subrecipient agreements, as [Attachment 9: Federally negotiated indirect cost rate agreement](#), when applicable.

Indirect Cost Type

Enter the type of indirect cost rate (e.g., “other sponsored activities,” “all programs,” “instruction,” “10% de minimis,” etc.) and base (e.g., “MTDC,” “salaries,” “salaries & fringe,” etc.) and whether the activity and rate are on- or off-site. If your budget includes more than one indirect cost rate or base, list them as separate entries (for example, if your project includes activities that occur both on and off campus). If you do not have a current indirect rate agreement with your cognizant agency, but intend to negotiate one, write "None-will negotiate." If needed, provide additional detail in your [budget justification](#).

Indirect Cost Rate (%)

Enter the most recent indirect cost rate(s) established with your cognizant federal agency (or the 10% de minimis rate) as a number without special characters (i.e., 32.5).

Indirect Cost Base (\$)

Enter the base for each indirect cost type. Describe any exclusions in your [budget justification](#). If applicable, refer to your federally negotiated indirect cost rate agreement to determine how to calculate the indirect cost base.

Funds Requested (\$)

Enter the funds you are requesting for each indirect cost type.

Total Indirect Costs

The form will calculate total indirect costs.

Cognizant Federal Agency

Enter the name of your cognizant federal agency and a point of contact, if applicable.

I. Total Direct and Indirect Costs

The form will calculate total project costs.

J. Fee

Leave this field blank.

K. Total Costs and Fee

The form will calculate this field, which will be the same amount as [I. Total Direct and Indirect Costs](#).

L. Budget Justification

You must provide a budget justification to support your project. Specifically describe how each item supports your proposed objectives, detail how you calculated costs, and provide supporting documentation. Organize your budget justification using the section headings on the Research and Related Budget.

If you are providing voluntary cost share, you may describe it in the budget justification to contextualize the project as a whole. Do not include voluntary cost share on the Research and Related Budget form.

If you are requesting federal matching funds, identify which activities your required cost share will support, and the expected source(s) of funding. Refer to the [NEH Federal Matching Funds](#)

[Guidelines](#) to learn about which third-party, non-federal gifts you can use for matching purposes.

Your requested federal matching funds and required cost share should correspond with the amounts on the [Supplementary Cover Sheet for NEH Grant Programs](#) in the “Federal Matching” and “Cost Sharing” fields, respectively.

Save the document as a PDF named justification.pdf. Attach only one file to the Research and Related Budget form. Do not use your budget justification to expand your narrative.

A. Senior/Key Person

Detail the salary and wages you will pay to each Senior/Key Person. Provide their names and briefly describe their roles in and suitability to the project. Identify the fringe benefit rate and explain the base for each person. If your organization follows an academic calendar, explain any differences in compensation between academic and summer months.

B. Other Personnel

List names (if known), roles, months, and requested salary and fringe benefits for other personnel, including post-doctoral associates, graduate students, undergraduate students, and secretarial/clerical personnel.

If your budget includes secretarial/clerical personnel, describe how they meet the four conditions for inclusion as a direct cost.

C. Equipment Description

This program does not support costs related to the purchase of equipment.

D. Travel

For each trip, provide the name of the traveler (if known), explain the purpose of the trip, and specify the points of origin and destination. Break out the costs of transportation, lodging, per diem, and any other associated expenses. Explain how you determined these figures. You must justify each trip separately, with the exception of recurring local trips, which you may group together.

For local travel, include the mileage rate, number of miles, reason for travel, and staff members completing the travel. For long-distance travel, calculate per diem amounts for meals and lodging consistent with written institutional policy. You must use the lowest available commercial fares for coach or equivalent accommodations. **If you make nonrefundable travel arrangements, it is at your own risk. You cannot charge cancelled travel to your award.**

E. Participant/Trainee Support Costs

Describe how you calculated participant stipends, travel, subsistence, and other costs. If possible, detail participant travel costs using the instructions above.

F. Other Direct Costs

1. Materials and Supplies

Indicate general categories and provide a total for each category. Itemize categories totaling \$1,000 or more and provide vendor quotes or price lists, if applicable.

2. Publication Costs

This program does not support costs related to publication, production, or distribution.

3. Consultant Services

Identify each consultant, describe the services they will perform, specify the amount of time they will devote to the project across the period of performance, outline travel costs, and provide total costs. If applicable, include consultants' proposals.

4. Automated Data Processing (ADP)/Computer Services

Itemize the cost for each service and include established service rates, if applicable.

5. Subawards/Consortium/Contractual Costs

List the costs of project activities to be undertaken by third parties. Identify each third party by name, describe its role in the project, the activities it will carry out, and the associated costs. For each entry, designate the third party as either a subrecipient (who receives a subaward) or a contractor (who receives a contract).

For each contractor, itemize costs using the same categories as the Research and Related Budget and provide relevant supporting documents.

You will submit a Research and Related budget and budget justification for each subrecipient, which you will include in [Attachment 8: Subrecipient budget\(s\)](#).

6. Equipment or Facility Rental/User Fees

Identify and justify each rental fee. Provide relevant supporting documentation.

8. Other Costs

Itemize, describe, and justify any other direct costs. Include supporting documentation. "Miscellaneous" and "contingency" are not acceptable budget categories.

H. Indirect Costs

If you include indirect costs in your project budget, identify the rate(s), explain the base(s), and describe any exclusions.

Application Components

SF-424 Application for Federal Assistance – Short Organizational

This form requests basic information about your institution, the proposed project, and key contacts. Items 1, 2, and 4 will be automatically filled in; leave item 3 blank.

5. Applicant Information

a-d. Provide your organization's legal name, address, and web address. Select the applicant type that best describes your organization from the drop-down menu.

e-f. Provide your organization's employer/taxpayer identification number (EIN/TIN), and Unique Entity Identifier assigned by the [System for Award Management](#). If you do not know your identifier, contact your grant administrator or chief financial officer. See [D3. Unique Entity Identifier and System for Award Management](#).

g. Provide your [congressional district](#) with your two-character state abbreviation followed by your three-character district number. For example, if your institution is located in the 5th congressional district of Alabama, enter “AL-005.” If your institution is in a state or U.S. jurisdiction that does not have districts, enter “000” in place of the district number. If your institution is outside the U.S., enter “00-000.”

6. Project Information

a. Provide your project’s title. It should be brief (no more than 125 characters, including spaces), descriptive of the project, and easily understood by the general public. If NEH funds your project, the agency may retitle your project for clarity in internal and external communications, including the public announcement of awards. Regardless, you may use your preferred title when carrying out the project.

b. Provide a brief description of your project (no more than one thousand characters, including spaces). In the first sentence, state the project category (Planning International Collaboration, Convening, Manuscript Preparation, or Scholarly Digital Projects). You should write the description for a nonspecialist audience, clearly stating the importance of the proposed work and its relation to larger issues in the humanities.

c. State your project’s period of performance start and end dates. Your project must start on the first day of a month and end on the last day of a month. See [B2. Summary of Funding](#) for allowable periods of performance.

7. Project Director

Provide the project director’s name, title, and contact information. The project director is responsible for the programmatic aspects and day-to-day management of the proposed project. You must notify the NEH Office of Grant Management immediately if you need to change project directors.

If the project director is not employed by the applicant organization, you must have a formal written agreement with the project director that specifies an official relationship between the parties even if the relationship does not involve a salary or other form of remuneration.

8. Primary Contact/Grant Administrator

Provide the name, title, and contact information for the official responsible for the administration of the award (e.g., negotiating the budget and ensuring compliance with the terms and conditions of the award).

As a matter of NEH policy, the project director and primary contact/grant administrator must not be the same person.

The grant administrator (also called the “institutional grant administrator”) functions as the representative of the recipient organization. This individual should have authority to act on the organization’s behalf in matters related to the administration of the award. The institutional grant administrator must sign or countersign financial reports and prior approval requests such as budget revisions, extensions to the period of performance, and changes in key personnel.

NEH will address official correspondence (for example, the offer letter or Notice of Action) to the institutional grant administrator and copy the project director.

9. Authorized Representative

Provide the name, title, and contact information for the authorized organization representative (AOR) who is submitting the application on behalf of the institution. This person, often called an “authorizing official,” is typically the institution’s president, vice president, executive director, board chair, provost, or chancellor. The institution’s Grants.gov E-Business Point of Contact must designate the AOR. See the [Grants.gov Online User Guide](#).

Supplementary Cover Sheet for NEH Grant Programs

1. Project Director

Select the project director’s major field of study from the drop-down menu.

2. Institutional Information

Select your institution type from the drop-down menu.

3. Project Funding

- Under “Outright Funds,” enter the amount of outright funds you are requesting.
- Under “Federal Match,” enter the amount of federal matching funds you are requesting.
- Under “Cost Sharing,” enter the required cost share you will provide to release the federal matching funds (dollar-for-dollar). Do not include voluntary cost share.

Learn more about the [types of funding NEH offers](#).

4. Application Information

Indicate whether you or others will submit complementary proposals to other NEH programs, government agencies, or private entities. If so, specify when and to whom. NEH will not consider this information when evaluating the merits of your proposal. See [C3. Other Eligibility Information](#) for restrictions regarding overlapping costs.

For type of application, check “new.”

Select the project’s primary discipline from the drop-down menu. If applicable, select the project’s secondary and tertiary disciplines.

Project/Performance Site Location(s) Form

Provide the primary location and any other locations where you will conduct project activities during the period of performance.

Enter [congressional districts](#) using the two-letter state abbreviation followed by your three-character district number. For example, if your institution is located in the 5th congressional district of Alabama, enter “AL-005.” If your institution is in a state or U.S. jurisdiction that does not have districts, enter “000” in place of the district number. If your institution is outside the U.S., enter “00-000.”

The form has space for 300 sites. If your project includes additional locations, list them in a separate document. Save the document as a PDF named additionallocations.pdf and attach it under “Additional Locations.”

Certification Regarding Lobbying (conditionally required)

If you request more than \$100,000, you must submit the Certification Regarding Lobbying. Add this optional form to your application package in Grants.gov and it will autofill based upon information provided on the [SF-424 Application for Federal Assistance - Short Organizational](#).

Standard Form-LLL, “Disclosure of Lobbying Activities” (conditionally required)

If you have or will use non-federal funds for lobbying, you must submit Standard Form-LLL, “Disclosure of Lobbying Activities.” Add this optional form to your application package in Grants.gov. See [2 CFR § 200.450](#).

Attachments Form

This form accommodates up to fifteen attachments. **Attachments must be in Portable Document Format (.pdf)**. Convert all non-PDF files (e.g., Word, Excel, images) to PDFs. If an attachment contains multiple documents, merge them into a single file. Be aware that, occasionally, converting a document to PDF may alter its length. You must ensure that each attachment is within the page limit, if applicable.

Do not attach portfolios containing multiple PDFs.

NEH cannot accept security-enhanced PDFs (e.g., XFA files, PDFs that include password-protection, encryption, digital signatures). Remove these features (or “flatten” these files) before uploading to Grants.gov.

Consult the [Application Components Table](#) to name and sequence your attachments so that NEH can easily identify them. Grants.gov may reject your application if file names are more than 50 characters; if you use the same name for multiple files; or if file names include characters other than the following: A-Z, a-z, 0-9, underscore, hyphen, space, period, parentheses, curly braces, square brackets, ampersand, tilde, exclamation point, comma, semicolon, apostrophe, at sign, number sign, dollar sign, percent sign, plus sign, and equal sign.

Grants.gov may accept and validate your application even if you are missing required components or have formatted them incorrectly. You must ensure that you have formatted, attached, and submitted all required components correctly. If you have not, NEH may reject your application as incomplete or nonresponsive.

Learn about [Adobe software compatibility with Grants.gov](#) and ensure that you can use your version of Adobe Acrobat Reader to download, complete, and submit your application.

Attachment 1: Project team (required)

List the members of the project team, surname first. Designate the project director and any co-directors, then group other team members by institutional affiliation. For those not affiliated with a nonprofit educational institution, provide occupation and employer; if none, list city and state of residence.

The names on this list must match the names mentioned in the [Collaboration](#) section of the narrative, as well as any listed in the budget. After you list the project team, list advisors, if applicable.

The project team list must not exceed two pages. Name the file team.pdf.

Attachment 2: Narrative (required)

Refer to the prior instructions on preparing your [narrative](#).

The narrative must not exceed eleven pages. Name the file narrative.pdf.

Attachment 3: Work plan (required)

Your work plan must be consistent with the work described in the [Collaboration, Methods and execution](#), and [Work plan](#) sections of the narrative and with the costs requested in the budget. Provide a detailed description, preferably in table form, of what will be accomplished during the period of performance, indicating major tasks and milestones. Describe each three-month period for Planning International Collaboration and Convening proposals and each six-month period for Manuscript Preparation and Scholarly Digital Projects proposals. For each period, identify the relevant collaborators involved and state their specific tasks, including approximate time commitments in percentages or days. For Manuscript Preparation projects, your work plan should end with submission for publication.

Your work plan should reflect the project dates identified on the SF-424 Application for Federal Assistance - Short Organizational and the Research and Related Budget.

The work plan must not exceed two pages. Name the file workplan.pdf.

Attachment 4: Résumés for project team members (required)

Include two-page résumés for each project team member named in [Attachment 1: Project team](#), excluding any advisory committee members. Résumés should include mailing and email addresses, the highest degree earned, the name of the institution awarding the degree, professional positions held, institutional affiliations, and major publications. It is not necessary to include résumés for undergraduate and graduate research assistants.

Résumés should not exceed two pages per person. Name the file resumes.pdf.

Attachment 5: Bibliography (required)

Your bibliography should consist of primary and secondary sources that relate directly to the project. Include works that pertain to both the project's substance and its theoretical or methodological approaches. If applicable, indicate publications that resulted from previous NEH funding.

The bibliography must not exceed three pages; any standard format is acceptable.

Name the file bibliography.pdf.

Attachment 6: Appendices (required)

Use this attachment to provide essential supplementary materials. Do not include letters of recommendation or assessments of previous applications.

Materials in the appendices for **all application categories** should include, as relevant, illustrations, maps, and other explanatory graphics; letters of support from archives or other research venues; and permissions to publish materials under copyright.

In addition, appendices must include the following, according to the application category:

Planning International Collaboration

- Statements of commitment from participants (for example, copies of emails to the project director).
- The program of exploratory workshops or working group meetings.

Convening

- The draft program of the conference, symposium, seminar, or working group meetings, identifying session titles, themes, or topics.
- For a conference, symposium, or seminar, the names of speakers and discussants and the titles of their papers. For working group meetings, the names and roles of participating scholars. Indicate which attendees have confirmed their participation (with an asterisk or in bold, for example).
- If available, a letter of interest or contract confirmation from a publisher in support of future publication goals.

Manuscript Preparation

- A draft table of contents. For proposed anthologies or edited volumes, indicate which chapter contributors have confirmed their participation (with an asterisk or in bold, for example).
- If available, a letter of interest or contract confirmation from a publisher.

Scholarly Digital Projects

- As appropriate, one or more wireframes to explain your project's structure and functionality; screenshots of relevant (draft) pages and features; or use cases of the project.
- For digital publications, if available, a letter of interest or contract confirmation from a digital publisher.
- For other digital projects, a letter of support from the entity (library, archive, or other institution or organization) that will host and maintain the project.

Appendices must not exceed ten pages. All charts, letters, graphics, maps, etc. count toward the page limit. Name the file appendices.pdf.

Attachment 7: Statement of funding received and requested (conditionally required)

If the project has received prior support from any federal or nonfederal sources, including NEH; is currently receiving such support; or is applying for or planning to apply for such support, provide a list of the sources, dates, federal award identification numbers, and amounts of these funds. List NEH awards already received, year by year. Include fellowships and individual awards received by project participants, if relevant to the current project. If there is a long history of non-NEH support, you may group and summarize the sources and contributions.

This attachment should not exceed two pages. Name the file fundingreceived.pdf.

Attachment 8: Subrecipient budget(s) (conditionally required)

If your project includes subawards, you must provide a separate Research and Related Budget form and budget justification for each subrecipient.

Download a [fillable PDF of the Research and Related Budget form](#) from the NEH website for each subrecipient. You must open and complete this form in Adobe Reader 8.0 or higher rather than in your web browser.

Prepare a budget and budget justification for each subrecipient using the [same instructions](#) in this notice, with a few exceptions:

- Enter the subrecipient’s Unique Entity Identifier, organization name, and period of performance start and end date (these fields will not prepopulate).
- For “budget type,” check “Subaward/Consortium.”

If your subrecipients have a federally negotiated indirect cost rate, you must honor it. If they do not have a federally negotiated indirect cost rate, they may negotiate a rate with you consistent with [2 CFR § 200.414](#).

Rather than attaching related documents (budget justification, additional personnel, etc.) to the form itself, you will separately convert each document into a PDF and combine all subrecipients’ budget forms and related documents into a single document. Do not attach portfolios containing multiple PDFs. Name the file subrecipient.pdf.

NEH cannot accept security-enhanced PDFs (e.g., XFA files, PDFs that include password-protection, encryption, digital signatures). Remove these features (“flatten” these files) before merging them into a single PDF and uploading it to the [Attachments Form](#).

Attachment 9: Federally negotiated indirect cost rate agreement (conditionally required)

If your organization is claiming indirect costs and has a current federally negotiated indirect cost rate agreement, provide a copy of the agreement. If applicable, provide the indirect cost rate agreements for subrecipients claiming indirect costs. If you and your subrecipients are requesting the de minimis rate, you do not need to submit this attachment.

Name the file agreement.pdf.

Attachment 10: Explanation of delinquent federal debt (conditionally required)

If your organization is delinquent in the repayment of any federal debt, explain why. Provide evidence that you have entered into a repayment agreement with the Internal Revenue Service, if applicable, and that you are current on all payments due. Examples of relevant debt include delinquent payroll or other taxes, audit disallowances, and benefit overpayments. See [OMB Circular A-129](#).

Name the file delinquentdebt.pdf.

3. Unique Entity Identifier and System for Award Management

Before submitting its application, your organization must register with the [System for Award Management \(SAM\)](#) and [Grants.gov](#). [Learn more about this multistep process](#).

If you have not already done so, you will be required to create a [Login.gov](#) user account to register and log in to SAM and Grants.gov. Login.gov is a secure sign in service used by the public to sign in to participating government agencies. [Create and link your account.](#)

NEH encourages organizations with SAM registrations to check the validation of their UEI well in advance of the deadline to ensure that they are accurate, current, and active. Due to the recent transition from D-U-N-S® numbers to Unique Entity Identifiers in April 2022, the Federal Service Desk is currently experiencing long delays with UEIs requiring validation. If your SAM registration is not active and current at the time of Grants.gov submission, NEH will reject your application.

You should allow several weeks to register with SAM and Grants.gov. NEH will not waive the online submission requirement or extend the application deadline to allow additional time for you to complete registration with SAM or Grants.gov.

If your SAM registration is not active and current at the time an award is made, NEH may determine that you are not qualified to receive an award and use that determination as a basis for making an award to another applicant.

System for Award Management (SAM)

Your organization must register with the [System for Award Management \(SAM\)](#) and maintain an active SAM registration with current information at all times during which you have an active federal award or an application under consideration by a federal agency. See [2 CFR § 25.110](#) for exceptions. SAM will assign your organization a [Unique Entity Identifier](#).

When registering or renewing in SAM, the system will prompt you to review and agree to certain financial assistance certifications and representations, as required by [2 CFR § 200.209](#).

[Check the status of your SAM.gov registration.](#)

Grants.gov

Your organization must register with [Grants.gov](#) using your Login.gov credentials before submitting an application. You must submit your application using [Grants.gov Workspace](#) or a Grants.gov system-to-system solution. Workspace is a shared, online environment where team members may simultaneously access and edit forms within a grant application.

After you register and create an [Organizational Applicant Profile](#), Grants.gov will email your E-Business Point of Contact to assign the appropriate roles to individuals within your organization. This includes the authorized organization representative (AOR), who will give you permission to complete and submit applications on behalf of your organization.

If you have previously registered with Grants.gov, confirm that your registration is still active and that your authorized organization representative (AOR) is current.

Consult the [Grants.gov Online User Guide](#) if you have questions. Grants.gov maintains [a library of instructional videos](#) which may be helpful as you prepare your application.

4. Submission Dates and Times

Drafts

You may submit a draft using the template on the [program resource page](#). You must submit your draft via email to collaborative@neh.gov by 11:59 p.m. Eastern Time on September 15, 2022. Put “Collaborative Research draft” in the subject line of the message.

Program officers will review drafts that use the template and are submitted by the deadline above. This optional preliminary review is not part of the formal selection process and has no bearing on the final funding decision. However, previous applicants have found it helpful in strengthening their applications. NEH staff will read only one draft per project per competition and expect to reply by October 17, 2022.

Applications

The deadline for applications under this notice is November 30, 2022, at 11:59 p.m. Eastern Time.

Applications must be complete, comply with length and formatting requirements, and be validated by Grants.gov under the correct funding opportunity prior to the deadline to be considered under this notice.

It is your responsibility to confirm that Grants.gov and subsequently NEH have received your application. [Check your Grants.gov application status](#).

When NEH receives your application, the agency will assign it a tracking number beginning with RZ-. A tracking number does not guarantee that your application is free of technical problems (such as missing attachments or failure to convert attachments to PDFs). If your files are not correctly formatted, eGMS, NEH’s electronic grants management system, will reject your application and notify you by email. eGMS cannot detect other errors such as missing components or excess pages.

NEH recommends you submit your application 48 hours prior to the deadline so that you have time to correct any technical errors eGMS has notified you of or that you have discovered. It is your responsibility to correct any errors prior to the deadline.

NEH will not comment on the status of your application except regarding matters of eligibility, completeness, and responsiveness.

5. Intergovernmental Review

This funding opportunity is not subject to intergovernmental review under [Executive Order 12372](#).

6. Funding Restrictions

Awards made under this notice may not be used for the following purposes:

- projects undertaken by individuals without collaboration
- planning or creation of scholarly editions or translations in either print or digital form
- preparation of anthologies of previously published materials

- projects for which the primary goal is to create new collections, digitize existing collections, or create inventories or catalogs of collections
- projects that mainly seek the development and testing of an innovative method or infrastructure in the digital humanities
- creation of textbooks, dictionaries, encyclopedias, or bibliographies
- the development of curricula, teaching methods, or teaching theories
- educational or technical impact assessments
- training or professional development
- costs associated with attending or holding regularly occurring meetings of professional or scholarly organizations, societies, or institutions
- publishing costs and subventions to publishers
- preparing a subsequent grant application
- receptions
- planning or putting on exhibitions
- planning or production of documentary films
- equipment
- computers and peripherals, such as printers and scanners
- 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
- lobbying
- projects that fall outside of the humanities; the creation or performance of art; creative writing, autobiographies, memoirs, and creative nonfiction; policy studies; and social science research that does not address humanistic questions and/or utilize humanistic methods

See [2 CFR 200 Subpart E - Cost Principles](#) for other unallowable costs.

E. Application Review Information

1. Review Criteria

Peer reviewers will use the following criteria to review applications under this notice:

1. Significance

The intellectual significance of the project, including its value to humanities scholars, general audiences, or both; the significance of the research questions and interpretive contribution; the project's potential to stimulate new research; and its relevance to larger questions in the humanities.

2. Methods and execution

The appropriateness and feasibility of the methods proposed to answer the project's research questions; the quality of the project's conception; the clarity of expression in the application; where relevant, the soundness and appropriateness of digital and technical methods; and the project team's ability to access the research site or materials.

3. Collaboration

The qualifications, expertise, and levels of commitment of the project director and collaborating scholars; the appropriateness of the collaboration for the achievement of the project's goals; and the overall value of the collaboration for the advancement of knowledge in the humanities.

4. Work plan and completion

The clarity and feasibility of the work plan; the likelihood that the project will achieve its goals within the stated time frame; and the reasonableness of the budget in relation to the proposed activities and work plan. For projects previously funded during an earlier phase, productivity in relation to previous goals.

5. Outcomes and access

As applicable, the likelihood of a successful international collaboration, convening, prepared manuscript, or scholarly digital project; for manuscript preparation and scholarly digital projects, the soundness of the publication, dissemination, and access plans, including the strength of the case for employing print or a digital format; and for digital projects, the quality of the sustainability plan.

Each review criterion aligns with specific sections of the narrative and the other application components. See [D2. Content and Form of Application Submission](#) for additional information.

2. Review and Selection Process

NEH staff review all applications for eligibility, completeness, and responsiveness. The agency then conducts a peer review process for all applications that pass this initial screening.

Peer reviewers are experts in their fields with knowledge and expertise relevant to the activities that the program supports. NEH instructs peer reviewers to evaluate applications according to the [review criteria](#) in this notice. Peer reviewers must comply with federal ethics rules governing conflicts of interest.

NEH program officers supplement the peer reviewers' comments to address matters of fact or significant points that the peer reviewers have overlooked. They then make funding recommendations to the [National Council on the Humanities](#). The National Council meets at least twice each year to review applications and advise the NEH Chair. By law, the Chair has the sole authority to make final funding decisions.

Following NEH's public [announcement of funded projects](#), you may request copies of the peer reviewers' evaluations of your proposal by contacting collaborative@neh.gov.

[Learn more about the NEH review process.](#)

3. Assessment of Risk and Other Pre-Award Activities

Following the Chair's initial selection of applications for support, the NEH Office of Grant Management (OGM) conducts a risk assessment for selected applications. OGM will consider the applicant's past performance, if applicable; analyze the project budget; assess the applicant's management systems; confirm the applicant's continued eligibility; and evaluate compliance with [public policy requirements](#).

OGM may request that you submit additional programmatic or administrative information (such as an updated budget or supporting documentation) or undertake certain activities (such as negotiating an indirect cost rate) in anticipation of an award. Such requests do not guarantee that NEH will make an award.

After completing its risk assessment, NEH will determine whether making an award would be consistent with the agency's risk management policy, whether it must impose any special terms and conditions, and what funding level is appropriate. NEH may elect not to make awards to applicants with management or financial instability that affects their ability to comply with the terms and conditions of the award ([2 CFR § 200.206](#)).

NEH's award decisions are discretionary and are not appealable to any federal official or board.

4. Anticipated Announcement and Award Dates

NEH will notify you of funding decisions by email in August 2023. This is not an authorization to begin performance or incur related costs.

F. Federal Award Administration Information

1. Federal Award Notices

If your application is selected for an award, the NEH Office of Grant Management will send award documents to the institutional grant administrator and project director through eGMS Reach beginning in September 2023.

2. Administrative and National Policy Requirements

Each award is subject to [2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#), the [General Terms and Conditions for Awards to Organizations \(for grants and cooperative agreements issued January 1, 2022 or later\)](#), and any specific terms and conditions that NEH places on the award in the Notice of Action.

Debarment, suspension, ineligibility, and voluntary exclusion certification

By submitting an application, you certify that neither your institution nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

You must comply with [2 CFR §§ 180.335](#) and [.350](#) with respect to providing information regarding all debarment, suspension, and related offenses information, as applicable.

If you cannot attest to the statements in this certification, explain why not in [Attachment 10: Explanation of delinquent federal debt](#).

Providing access to NEH-funded products

As a taxpayer-supported federal agency, NEH strives to make the products of its awards available to the broadest possible audience. NEH's goal is for scholars, educators, students, and the American public to have ready and easy access to the wide range of award products. All other considerations being equal, NEH gives preference to projects that provide free access to the public.

You must comply with [Section 504 of the Rehabilitation Act of 1973](#), which prohibits discrimination on the basis of disability in any program or activity receiving federal financial assistance. Consult [Design for Accessibility: A Cultural Administrator's Handbook](#).

Copyright information

Subject to applicable law, you may copyright work that you develop or acquire 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. NEH has typically exercised this right in consultation with recipients to publish excerpts of grant products in [Humanities](#) magazine or on its website.

Acknowledging NEH support

Materials publicizing or products resulting from NEH-funded activities must contain an acknowledgment of NEH support. Consult [Acknowledgment and Publicity Requirements for NEH Awards](#) and [Publicizing Your Project](#) for guidance.

Subrecipient Monitoring Requirements

Per [2 CFR § 25.300](#), you may only issue subawards with federal funds to organizations that have obtained and provided their Unique Entity Identifier. Subrecipients are not required to complete registration with the [System for Award Management \(SAM\)](#) to obtain a Unique Entity Identifier. See [D3. Unique Entity Identifier and System for Award Management](#).

You must monitor your subrecipients to ensure that they use their subawards for authorized purposes; comply with federal statutes, legislative requirements, regulations, and the terms and conditions of the subaward; and achieve their performance goals. You must ensure that your subrecipients track, appropriately use, and report program income generated by the subaward. See [2 CFR § 200.332](#) for information that must be included in subaward agreements.

Program income

If your NEH-supported activities generate income during the period of performance, you must use it for additional approved project-related activities. See [2 CFR § 200.307](#) for income that you generate after the period of performance.

NEH Research Misconduct Policy

In accordance with the [Federal Policy on Research Misconduct](#), NEH has established procedures for handling allegations of research misconduct applicable to both internal and external research programs. Review the [NEH Research Misconduct Policy](#).

Coordination of geographic information and related spatial data

If you request funding for the development, acquisition, preservation, or enhancement of geospatial data, products, or services, you must first conduct a due diligence search of the [Data.gov list of datasets](#) to determine whether the needed data, products, or services already exist. If not, you must produce the proposed geospatial data, products, or services in compliance with applicable [Federal Geographic Data Committee](#) guidance.

Eliminate waste, fraud, and abuse

Help NEH eliminate fraud and improve management by reporting allegations or suspicions of waste, fraud, abuse, mismanagement, research misconduct (fabrication, falsification, plagiarism), or unnecessary government expenditures to the [NEH Office of the Inspector General](#).

Termination

NEH reserves the right to terminate awards consistent with [2 CFR § 200.340](#).

3. Reporting

If you receive an award, you must complete required reports in eGMS Reach, the NEH online grant management system, unless otherwise instructed. NEH will provide further information in the Notice of Action.

1. **Federal Financial Report(s)**. You must submit the Federal Financial Report (SF-425) annually.
2. **Performance Progress Report(s)**. You must submit a performance progress report annually.
3. **Final Reports**. You must submit a final Federal Financial Report (SF-425) and a final performance report within 120 calendar days after the period of performance ends. The final performance report collects information relevant to progress on program-specific goals; impact of the overall project; the degree to which you achieved the mission, goals, and strategies outlined in the approved application; your objectives and accomplishments; barriers encountered; and your overall experiences during the period of performance.

NEH encourages you to send copies of books resulting from research supported by NEH awards to the Division of Research Programs at the address under [G. Agency Contacts](#) and to update the “Products and Prizes” tab in eGMS Reach with publications or prizes resulting from NEH support.

Learn more about [performance reporting requirements](#) and [financial reporting requirements](#).

G. Agency Contacts

If you have questions about the program, contact:

Division of Research Programs
National Endowment for the Humanities
400 Seventh Street, SW
Washington, DC 20506
202-606-8200
collaborative@neh.gov

If you have questions about administrative requirements or allowable costs, contact:

Office of Grant Management
National Endowment for the Humanities

400 Seventh Street, SW
Washington, DC 20506
202-606-8494
grantmanagement@neh.gov

If you are deaf or hard of hearing, you can contact NEH using Federal Relay at 7-1-1.

If you have questions about registering or renewing your registration with login.gov or [SAM.gov](https://sam.gov), contact the Federal Service Desk, Monday – Friday, 8:00 a.m. to 8:00 p.m. Eastern Time, at:

[Federal Service Desk](#)

U.S. calls: 866-606-8220
International calls: +1 334-206-7828

For assistance in registering with or submitting your application through [Grants.gov](https://grants.gov), contact [Grants.gov Applicant Support](#), 24 hours a day, 7 days a week, excluding federal holidays, at:

[Grants.gov Applicant Support](#)

Telephone: 1-800-518-4726
International Calls: +1-606-545-5035
support@grants.gov

Always obtain a case number when calling for support.

H. Other Information

Related funding opportunities

Scholars and researchers working **without collaborators** should consider applying for one of the [individual grant programs](#) offered by the Division of Research Programs.

Applicants pursuing **complex, multi-year projects** in the humanities are encouraged to consider funding opportunities for subsets of their projects that match specific NEH programs, rather than submitting applications for the entire agenda that may include activities or costs unallowed under a single NEH program.

Applicants seeking support to prepare **critical editions and translations** of important humanities texts (in print or digital form) should consider the [Scholarly Editions and Scholarly Translations](#) program offered by the [Division of Research Programs](#).

Applicants seeking to build or **digitize collections, create archives, or develop reference resources** like dictionaries and encyclopedias should consider the [Humanities Collections and Reference Resources](#) (HCRR) program. Applicants seeking to address major challenges in preserving or providing access to humanities collections and resources should consider the [Research and Development](#) program. Both of these programs are offered by the [Division of Preservation and Access](#).

Applicants seeking primarily to create or enhance **experimental, computationally-based methods, techniques, or infrastructure** that contribute to the humanities; pursue scholarship that examines the history, criticism, and philosophy of digital culture or technology and its impact on society; or conduct evaluative studies that investigate the practices and the

impact of digital scholarship on research, pedagogy, scholarly communication, and public engagement should consider the [Digital Humanities Advancement Grants](#) program in the [Office of Digital Humanities](#).

Applicants for projects involving **exhibitions, documentaries, or apps** should consider the [Public Humanities Projects](#), [Media Projects](#), or [Digital Projects for the Public](#) programs offered by the [Division of Public Programs](#).

Applicants seeking support for **empirical fieldwork** should consider the [Archaeological and Ethnographic Field Research](#) program offered by the Division of Research Programs. Applicants for projects involving the **linguistic documentation and analysis of endangered languages** should consider the [Dynamic Language Infrastructure—Documenting Endangered Languages](#) funding opportunities offered by the [Division of Preservation and Access \(institutions\)](#) and the [Division of Research Programs \(individuals\)](#) at NEH in conjunction with the [National Science Foundation](#).

Privacy policy

NEH solicits the information in this Notice of Funding Opportunity under the authority of the National Foundation on the Arts and Humanities Act of 1965, as amended, [20 U.S.C. 951, et seq.](#) Disclosure of the information is voluntary. The principal purpose for which NEH will use the information is to process the application, which may include determining eligibility, evaluating the application, selecting recipients, and administering the award program. Panelists and other third parties may assist in the evaluation of applications, in which case NEH will take appropriate security measures with respect to the information provided to such individuals for review. NEH may also use or disclose the information it collects as required by law and for governmental purposes such as statistical research, analysis of trends, Congressional oversight, and the other routine uses set forth in the systems of records notice (“SORN”) published by NEH in the Federal Register. NEH ordinarily will not publicly disclose the contents of applications that NEH does not select for funding, except as set forth in the SORN. Failure to provide the information solicited in this Notice may result in 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 sixty hours to complete an application. This estimate includes time for reviewing instructions; researching, gathering, and maintaining the information needed; and completing and reviewing the application. Time needed may vary from program to program.

You may 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 Funding Opportunity Officer at grantmanagement@neh.gov. 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. The OMB Control Number for this Notice of Funding Opportunity is 3136-0134, expiration date October 31, 2024.