



NATIONAL ENDOWMENT FOR THE HUMANITIES

Notice of Funding Opportunity

Funding Opportunity Title: Humanities Connections

Funding Opportunity Number: 20220901-AKA-AKB

Funding Opportunity Type: New

Federal Assistance Listing Number: 45.162

**Application Deadline:
September 1, 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 Education Programs
Telephone: 202-606-8337
Email: humanitiesconnections@neh.gov
Federal Relay: 800-877-8399

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

Executive Summary

The National Endowment for the Humanities (NEH) Division of Education Programs is accepting applications for the Humanities Connections program. The purpose of this program is to expand the role of the humanities in undergraduate education at two- and four-year institutions. Awards support innovative curricular approaches that foster partnerships among humanities faculty and their counterparts in the social and natural sciences and in pre-service or professional programs (such as business, engineering, health sciences, law, computer science, and other technology-driven fields) in order to encourage and develop new integrative learning opportunities for students.

Funding Opportunity Title	Humanities Connections
Funding Opportunity Number	20220901-AKA-AKB
Federal Assistance Listing Number	45.162
Optional Draft Deadline	July 21, 2022, 11:59 p.m. Eastern Time
Application Deadline	September 1, 2022, 11:59 p.m. Eastern Time
Anticipated Award Announcement	April 2023
Anticipated FY 2023 Funding	Approximately \$1,500,000
Estimated Number and Type of Awards	Approximately 14 Planning and 7 Implementation grants
Award Amounts	Planning: up to \$35,000 Implementation: up to \$150,000
Cost Sharing/Match Required	No
Period of Performance	Planning: 12 months Implementation: 18 to 36 months All projects must start between June 1, 2023, and September 1, 2023.
Eligible Applicants	U.S. two- or four-year public or private 501(c)(3) accredited institutions of higher education. See C. Eligibility Information for additional information.
Program Resource Page	https://www.neh.gov/grants/education/humanities-connections
Pre-Application Webinar	A pre-recorded webinar will be available on the program resource page by June 13, 2022. Live Q&A Session: Click here to participate in a live Q&A session at 1:00 p.m. Eastern Time on Thursday, July 7, 2022. Or call in (audio only): +1 202-600-8430, meeting code 373 350 613#
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Table of Contents

Executive Summary	i
Table of Contents	ii
A. Program Description	1
1. Purpose.....	1
2. Background.....	3
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	7
H. Indirect Costs	19
3. Unique Entity Identifier and System for Award Management.....	27
4. Submission Dates and Times.....	28
5. Intergovernmental Review.....	29
6. Funding Restrictions	29
E. Application Review Information	30
1. Review Criteria	30
2. Review and Selection Process	31
3. Assessment of Risk and Other Pre-Award Activities	31
4. Anticipated Announcement and Award Dates	32
F. Federal Award Administration Information	32
1. Federal Award Notices	32
2. Administrative and National Policy Requirements	32
3. Reporting	33
G. Agency Contacts.....	34
H. Other Information.....	35

A. Program Description

1. Purpose

This notice solicits applications for the National Endowment for the Humanities (NEH) Division of Education Programs' Humanities Connections program.

The Humanities Connections program seeks to expand the role of the humanities in undergraduate education at two- and four-year institutions. Awards support innovative curricular approaches that foster partnerships among humanities faculty and their counterparts in the social and natural sciences and in pre-service or professional programs (such as business, engineering, health sciences, law, computer science, and other technology-driven fields) in order to encourage and develop new integrative learning opportunities for students.

Humanities Connections projects must include:

- substantive and purposeful integration of the subject matter, perspectives, and pedagogical approaches of two or more disciplines (with a minimum of one in and one outside of the humanities)
- collaboration between faculty from two or more departments or schools at one or more institutions
- experiential learning as an intrinsic part of the proposed curriculum
- long-term institutional support for the proposed curriculum innovation(s)

Competitive applications will demonstrate:

- that the proposed curricular project expands the role of the humanities in addressing significant and compelling topics or issues in undergraduate education at the applicant institution(s)
- that the project develops the intellectual skills and habits of mind cultivated by the study of the humanities
- that faculty and students will benefit from meaningful collaborations in teaching and learning across disciplines as a result of the project

If the project addresses core or general education requirements, or requirements for specific pathways or pre-professional programs, it must incorporate a fresh approach. For example, you might consider:

- filling a new or unmet curricular gap in which the humanities will play an integral role
- opening a new interdisciplinary minor or certificate program
- transforming existing curricular pathways
- connecting existing fields of study to new or emerging disciplines

You are not required to secure external evaluation for Humanities Connections projects.

NEH encourages you to read the sample project narratives on the [program resource page](#).

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 Humanities Connections program includes two funding levels: **Planning** and **Implementation**. Implementation proposals may, but are not required to, be based on projects previously funded at the Planning level. An award from NEH for one stage of a project does not commit the agency to continued support. NEH evaluates applications for each stage of a project independently. See [C3. Other Eligibility Information](#).

Planning

Planning awards (up to \$35,000 and for 12 months) support the interdisciplinary collaboration of faculty from two or more departments or schools (a minimum of one in and one outside of the humanities), with the goal of designing a new, coherent curricular program or initiative. The award provides the institution(s) the opportunity to create a firm foundation for implementing the program. Project activities include assembling a collaborative team and organizing the planning process; defining the rationale, design, and structure that would undergird a comprehensive and institutionally sustainable effort; and establishing potential scenarios for curriculum development and experiential learning opportunities. Institutions may draw on current short-term initiatives or curricular programs run by individual departments in this effort.

The outcome of a successful planning award should be a project in, or ready for, the implementation stage.

You may use a Planning award to:

- establish and convene a collaborative team to develop overall project goals and outcomes
- consult outside experts on curriculum design or experiential learning opportunities (such as individual or collaborative undergraduate research projects, or a structured experience with community-based, project-based, or site-based learning)
- organize seminars for faculty and administrators on substantive issues related to the success of the project
- coordinate focus or discussion groups around issues central to project rationale
- design potential new courses, instructional models, and pedagogies
- work with institutional leadership to outline long-range planning and sustainability

Implementation

Implementation awards (up to \$150,000 and from 18 to 36 months) support the interdisciplinary collaboration of faculty from two or more departments or schools (a minimum of one in and one outside of the humanities), with a sustainable curricular program or initiative as the outcome. Implementation proposals must show unambiguous evidence of prior planning and present a defined rationale with clear intellectual and logistical objectives supported by institutional commitment. The award provides the opportunity to build on faculty/administrative or institutional partnerships and to develop and refine the project's intellectual content, design, and scope. You should clearly demonstrate any partners' or collaborators' commitments; outline preferred approaches to curriculum building/consolidation; incorporate experiential learning opportunities; and explain outreach strategies to attract students to the new educational opportunity.

The outcome of an Implementation award should be a project that has completed its pilot phase.

You may use an Implementation award to:

- convene a core faculty team and develop working groups on issues central to project rationale
- engage outside experts on issues pertinent to project content, design, and sustainability
- develop, implement, assess, and refine curriculum (such as new courses, modules, and pathways) and instructional models for effective pedagogy
- establish pilot projects and activities for experiential learning (such as individual or collaborative undergraduate research projects, or a structured experience with community-based, project-based, or site-based learning)
- create and implement outreach strategies to attract students to new educational opportunities
- conduct mid- and long-range feasibility studies

Recipients of Implementation awards must prepare a final “lessons learned” white paper for a broad professional audience, which NEH may make available on its website. See [F3. Reporting](#).

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](#).

NEH Initiatives

NEH seeks to support projects that respond to the following initiatives. NEH will give all applications equal consideration in accordance with the program’s [review criteria](#).

A More Perfect Union: Exploring America's Story and Commemorating its 250th Anniversary

The task of building a more perfect Union, rooted in the ideal of human equality, falls to every generation of Americans, ours no less than our predecessors’. The basic goals of life, liberty, and the pursuit of happiness endure over time, even as the challenges change: from founding a nation out of colonies; to dismantling the institution of slavery; to prevailing through times of economic depression and war; to advancing civil rights for all; to strengthening our democratic institutions; to building a more inclusive and sustainable society.

NEH's [A More Perfect Union](#) initiative encourages projects that explore, reflect on, and tell the stories of our quest for a more just, inclusive, and sustainable society throughout our history. NEH especially welcomes projects that bring the perspective of the humanities to questions of racial justice, gender equality, the evolution of the American landscape, as well as America's place in the world. The agency strongly encourages projects that strengthen Americans' knowledge of our principles of constitutional governance and democracy, as well as projects that address the experiences of Native Americans and other under-represented communities. In addition, NEH welcomes projects that develop innovative approaches to sustaining the nation's humanities infrastructure and preserving its historical record.

Standing Together: The Humanities and the Experience of War

In recognition of the importance of the humanities both in helping Americans to understand the experiences of service members and in assisting veterans as they return to civilian life, this special initiative draws on the power of the humanities to support advanced research in the humanities that explores war and its aftermath; to promote discussion and deepen understanding of the experiences of those Americans affiliated with the armed services, whether active duty or veterans; and to support returning veterans and their families. Learn more about [Standing Together](#).

Protecting our Cultural Heritage

In response to the destruction of cultural heritage materials worldwide, NEH encourages applications for projects that study, document, or create digital representations of lost or imperiled cultural heritage materials. Proposed projects should draw on scholarly work and follow standards and best practices. Proposals must account for the long-term sustainability of the project and include plans to make materials widely accessible to the public. Learn more about [Protecting our Cultural Heritage](#).

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

Award amounts

You may request up to \$35,000 for Planning or up to \$150,000 for Implementation.

Successful applicants will be awarded outright funds, which are not contingent on additional funding from other sources.

NEH anticipates approximately \$1,500,000 to fund an estimated 14 Planning and seven Implementation recipients.

NEH will not determine the amount available until Congress enacts the final FY 2023 budget. This notice is subject to the availability of appropriated funds and is a contingency action taken to ensure that, should funds become available for this purpose, NEH can process applications and issue awards in a timely manner.

Period of performance

You may request a period of performance of 12 months for Planning or 18 to 36 months for Implementation.

You may request a period of performance start date between June 1, 2023, and September 1, 2023.

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

C. Eligibility Information

1. Eligible Applicants

Eligible applicants include U.S. two- or four-year public or private 501(c)(3) accredited institutions of higher education, including community colleges, four-year public and private colleges and universities, liberal arts colleges, research universities, Historically Black Colleges and Universities, Tribal Colleges and Universities, Hispanic-Serving Institutions, and Asian American and Native American Pacific Islander-Serving Institutions.

If you are an eligible applicant, you may apply on behalf of a consortium of collaborating organizations. If selected 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.

Cost sharing or matching is the portion of the project costs not paid by NEH funds. Cost sharing will not be considered in the evaluation of applications.

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

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

If NEH issues you an award, you must maintain auditable records of the source and use of contributed 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. Recipients of open Humanities Connections awards may apply.

Collaboration with other postsecondary institutions is welcome, but the project director must be employed by or affiliated with the applicant institution. The project director may not hold a full-time NEH individual award during the period of performance.

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 request support for a new or subsequent stage of the project, which NEH will assess using the [same criteria](#) as others in the current competition.

Per [2 CFR § 200.403\(f\)](#), you must not include overlapping project costs across multiple applications for federal funding and/or approved federal award budgets. 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 all 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.

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, contact program staff at humanitiesconnections@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](#).

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 20220901-AKA-AKB. There is also a link on the [program resource page](#).

This funding opportunity includes four application packages, which you can find under the “Package” tab. Select the appropriate one based upon your project type. Each package includes a series of required and conditionally required forms. You will upload additional application components into the [Attachments Form](#).

2022 Planning: AKA2022

2022 Implementation: AKB2022

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

Contact humanitiesconnections@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 800-877-8399.

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 you meet the specified conditions.
- Recommended: NEH encourages, but does not require, you to submit this component.

You must submit all required and relevant conditionally required components. **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 mandatory formatting instructions.**

Your application components should 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-point

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: Narrative	narrative.pdf	Required	8 pages for Planning; 10 pages for Implementation (mandatory)
2: Work plan	workplan.pdf	Required	
3: Readings and resources	readings.pdf	Required	
4: Relevant research or data	data.pdf	Required for Implementation	
5: Résumés for key personnel	resumes.pdf	Required	2 pages per résumé (suggested)
6: Letters of commitment and support	letters.pdf	Required	
7: Subrecipient budget(s)	subrecipient.pdf	Conditionally required	
8: Federally negotiated indirect cost rate agreement	agreement.pdf	Conditionally required	
9: 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 eight single-spaced pages for Planning and ten single-spaced pages for Implementation. Do not include an executive summary or a table of contents. You may include images, charts, diagrams, footnotes, and endnotes if they fit within the page limit.

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

Intellectual rationale (aligns with review criteria [Intellectual quality](#) and [Impact](#))

Identify the topic or issue that the project addresses, articulating the need for a new or revised direction for the humanities in undergraduate education at your institution(s). Define your objectives by addressing how your project will encourage and develop new integrative and experiential learning opportunities, bringing the resources and perspectives of the humanities to bear on students' broader educational goals and on the larger intellectual and cultural life of the institution. Explain how inter-institutional partnership(s) will help accomplish your goals, if applicable.

For **Planning** proposals, describe the desired outcomes for the planning process. Estimate the potential impact on student engagement over a given span of years after implementation (for example, the expected number of students enrolled per "x" years in a new minor, certificate, or curricular pathway). In [Attachment 4](#), you may include relevant research or data collected for programs or disciplines that may be involved in your project (optional).

For **Implementation** proposals, summarize the conclusions reached as a result of your planning process. Explain how your initial goals evolved as a result of your planning process. Address project scale, such as the number of faculty and departments/schools involved and the number of community or other partnerships formed (if any). Describe the anticipated impact on institutional, program, or project goals, such as the expected number of students enrolled in the new curriculum or engaged in experiential learning opportunities over a given span of years after implementation. In [Attachment 4](#), provide relevant quantitative and qualitative data collected during the planning phase that will inform your implementation strategy.

Content and activities (aligns with review criteria [Intellectual quality](#) and [Design quality and feasibility](#))

For **Planning** proposals, describe how the project's interdisciplinary nature will expand the role of the humanities in the undergraduate curriculum. Explain how you intend to integrate the subject matter, perspectives, and pedagogical approaches of the relevant humanities and non-humanities disciplines in a substantive and purposeful manner. Give a rationale for potential subject areas to be explored, outlining any key topics or resources relevant to your project goals.

Describe the intended curricular context and undergraduate audience for the project. Explain how the anticipated experiential learning activities and any non-academic partnership(s), if applicable, will amplify your project focus and goals. Provide examples of planned or projected experiential learning opportunities and partnerships, as appropriate.

Outline your planning process, detailing the steps for collaboration between departments, schools, and/or outside organizations, and explain their relevance to your institution(s).

Describe anticipated activities such as:

- developing potential partnerships and collaborations

- exploring new approaches to curriculum building and/or consolidation
- investigating pedagogies for conveying interdisciplinary project content
- creating experiential learning opportunities
- identifying possible scenarios for student engagement
- collecting and sharing institutional and public data
- developing faculty-administrative relationships to support and sustain the project
- constructing an outline for future development of the project
- creating an outreach strategy to attract students to new educational opportunities

Provide a work plan in [Attachment 2](#) and a list of relevant team readings and resources in [Attachment 3](#).

For **Implementation** proposals, demonstrate how you will develop and implement this project. Describe the project's interdisciplinary character, intended undergraduate audience, and curricular setting. Outline its structure, including the components you will develop and articulate how these components will form an integrated whole. Detail the specific subject areas the various curriculum components will explore, the individual courses involved, and the frequency of offering for each. Describe key topics, texts, and other resources to be used in each course or component. Explain the anticipated experiential learning opportunities and articulate their relationship to the proposed curricular structure, providing concrete and specific examples as appropriate. Articulate your outreach strategies to attract students to the new educational opportunities, both initially and long-term. Estimate the projected enrollment in the relevant courses and/or components for the first three years, noting any anticipated growth or expansion.

Outline the stages for developing and implementing your project during the award period, the specific project activities you will undertake, and the texts and other resources the team plans to use. Provide a work plan in [Attachment 2](#) and a list of relevant readings and resources in [Attachment 3](#).

Collaborative team (aligns with review criterion [Design quality and feasibility](#))

For **Planning** proposals, describe the qualifications and responsibilities of the project director(s) and other personnel who will collaborate in the planning process. Outline the collaborative team's composition and explain how it reflects the key stakeholders in the planning process, including any external contributors to the project, such as visiting scholars, consultants, and/or community partners.

For **Implementation** proposals, identify members of the collaborative team and define their roles and responsibilities. Identify any external contributors to the project, such as visiting scholars, consultants, and/or community partners, and describe their qualifications and roles. Discuss how the composition of the team includes key stakeholders in the implementation process.

For both **Planning and Implementation** proposals, key stakeholders may include:

- full-time or adjunct faculty from two or more departments, with a minimum of one in and one outside of the humanities (required)
- high-level administrators, such as deans and provosts
- advanced undergraduates/graduate students acting as advisors

- humanities-oriented teaching and learning professionals (including librarians and media specialists)
- experiential learning coordinators
- members of cultural or community organizations, professional societies, and education professionals

For both **Planning and Implementation** proposals, if you anticipate subsequent additions to the team, describe the process by which you will recruit or select them.

Provide brief résumés or biographies as [Attachment 5](#) and letters or emails of commitment as [Attachment 6](#).

Institutional context and resources (aligns with review criteria [Design quality and feasibility](#) and [Impact](#))

Provide brief background information on the humanities at your institution(s), including information about current enrollment, majors, faculty, and existing resources. Describe how the institution's resources (for example, personnel, library or museum holdings, information technology, learning centers) support the project.

If the project involves more than one institution, describe how the proposed collaboration will enhance any ongoing or previous partnerships or arrangements.

Impact and dissemination – Implementation applicants only (aligns with review criterion [Impact](#))

Describe the anticipated long-term institutional impact of the project and explain how the curricular innovation will be sustained beyond the period of performance. Discuss how you will build and scale student enrollment beyond the period of performance.

Explain how you will disseminate project outcomes to a wider audience beyond your institution(s): for example, by sharing your curricular model with other faculty at a local/regional workshop, making a professional conference presentation, or publishing your findings in a digital or print format.

Provide at least one letter indicating long-term support for the project from the leadership at the institution(s) involved (such as the president, provost, or dean) as part of [Attachment 6](#).

Evaluation (aligns with review criteria [Design quality and feasibility](#) and [Impact](#))

For **Planning** proposals, describe your methodology for evaluating the results of the planning stage, incorporating both qualitative and quantitative measures as appropriate. In addition, explain how you will assess the feasibility of proceeding to the next stage of the project.

For **Implementation** proposals, explain how you will assess the project during and after the period of performance. Define the benchmarks for evaluating ongoing activities during the period of performance and the criteria for assessing the outcomes of the project as a whole. Incorporate quantitative measures, such as the number of new or revised courses offered, undergraduate participation in new programs (such as certificates or minors), extent of student engagement and enrollment data, and faculty development results.

As a reminder, external evaluation is not required in this program.

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>Intellectual rationale</u>	<u>Intellectual quality</u> <u>Impact</u>
<u>Content and activities</u>	<u>Intellectual quality</u> <u>Design quality and feasibility</u>
<u>Collaborative team</u>	<u>Design quality and feasibility</u>
<u>Institutional context and resources</u>	<u>Design quality and feasibility</u> <u>Impact</u>
<u>Impact and dissemination</u> (Implementation only)	<u>Impact</u>
<u>Evaluation</u>	<u>Design quality and feasibility</u> <u>Impact</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 period of performance. The form will generate a cumulative budget.

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 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](#).

Only personnel employed by the applicant should be included 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 team members not employed by the applicant 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 requested 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 be treated as direct or indirect costs in accordance with the actual work performed. Tuition remission may be charged 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 allowability.

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](#).

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

Equipment is defined as nonexpendable personal property costing \$5,000 or more per item and having a service life of more than one year (unless your organization has established a lower level). See [2 CFR §§ 200.313](#) and [.439](#).

You may purchase equipment if analysis demonstrates that it is more economical and practical than leasing (equipment rental/user fees should be included in [F. Other Direct Costs](#)). You may charge depreciation in compliance with [2 CFR § 200.436](#).

Per [2 CFR § 200.322](#), you should preference goods, products, and materials produced in the United States purchased or acquired under a federal award. If selected for funding, you must include the requirements of this section in all subawards, contracts, and purchase orders for work or products.

List each item of equipment you plan to purchase and its estimated cost, including shipping and maintenance. Include supporting information, such as a price quote, in your [budget justification](#).

The form has space for ten items. If you request funds for additional equipment, list them in a separate document. Save the document as a PDF named `additionalequipment.pdf` and attach it under “Additional Equipment.” Enter the total funds requested for the additional equipment in the “Total funds requested for all equipment listed in the attached file” field.

The form will calculate total equipment costs.

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](#). **Arrangements made on a non-refundable basis are at the risk of the recipient if the services must be cancelled for any reason.**

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.

Include funds for the project director(s) to attend a two-day meeting in Washington, D.C., in June 2023.

You may not use NEH funds to attend regularly occurring professional meetings unless the purpose of attending is to disseminate project-related findings.

Include travel costs for participants in [E3](#) and travel costs for consultants in [F3](#).

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.

Per [2 CFR § 200.432](#), a conference is defined 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](#). **Arrangements made on a non-refundable basis are at the risk of the recipient or participant if the services must be cancelled for any reason.**

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).

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) 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 costing the lesser of \$5,000 per item or the capitalization level established by the applicant, regardless of the length of its useful life. See [2 CFR §§ 200.314](#) and [.453](#).

2. Publication Costs

Enter the total funds you are requesting for publication costs, including the costs of documenting, preparing, publishing, or otherwise making available to others the findings and products of the work conducted under the award. Include supporting information in your [budget justification](#).

3. Consultant Services

Enter the total funds you are requesting for consultant services. If your project includes an external 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. Include personal computers and accessories under [Materials and Supplies](#).

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 reasonableness and allowability. See [2 CFR §§ 200.331](#) and [.332](#).

If your budget includes subawards, you must submit a separate Research and Related budget and budget justification for each. See [Attachment 7: Subrecipient Budget\(s\)](#).

If a subrecipient claims indirect costs, include its federally negotiated indirect cost rate agreement in [Attachment 8: Federally negotiated indirect cost rate agreement](#). Subrecipients requesting the de minimis rate are not required to provide an agreement.

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

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 you incur 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, evaluation and assessment, 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 complimentary meals or refreshments are provided during meetings, conferences, training, or other events while on NEH-supported travel, you must reduce the per diem charged to 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.

If you choose to request indirect costs, compute the applicable amount by multiplying your indirect cost rate by the distribution base, 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.” With rare exceptions, your institution’s “research” rate is not the appropriate rate for inclusion in your NEH project budget, because this rate applies only to scientific research and 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) in effect at the time it issues your award and throughout its life. NEH will not adjust your award amount as a result of changes to your negotiated rates. Except as provided in [2 CFR § 200.414](#), when an educational institution does not have a negotiated rate with the federal government at the time of an award (because the educational institution is a new recipient or the parties cannot reach agreement on a rate), the provisional rate at the time of the award must be adjusted once a rate is negotiated and approved by the cognizant agency for indirect costs. If the recipient fails to negotiate an indirect cost rate applicable to the period of performance within the period of performance, 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 (your subrecipients may negotiate a rate with you consistent with [2 CFR § 200.414](#)); 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 8: 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”) and base (e.g., “MTDC,” “salaries,” “salaries & fringe”) 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. Do not include voluntary cost share on the Research and Related Budget form.

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 paid 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 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

Detail the number and unit cost for each item, and explain how you determined these figures. Provide vendor quotes or price lists, if applicable.

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 reoccurring local travel, 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. **Arrangements made on a non-refundable basis are at the risk of the recipient if the services must be cancelled for any reason.**

E. Participant/Trainee Support Costs

Describe your method of cost computation for 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 (e.g., personal computers, digital cameras, archival supplies).

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

Indicate print runs and justify costs, including vendor quotes, if applicable.

3. Consultant Services

Identify each consultant, describe the services they will perform, specify the number of days of service, outline travel costs, and provide total costs. If applicable, include 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 their role in the project, the activities they 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 7: Subrecipient budget\(s\)](#).

6. Equipment or Facility Rental/User Fees

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

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. 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 grants 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). 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.

The project director must be employed by or affiliated with the applicant institution.

If the project director is not employed by the applicant organization, they 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/Grants 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/grants administrator must not be the same person.

The grants 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

Enter the amount requested under “Outright Funds.” Do not enter anything under “Federal Match” or “Cost Sharing.”

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. If applicable, you must ensure that all attachments are within the mandatory page limits.

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 (“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: Narrative (required)

Refer to the prior instructions on preparing your [narrative](#). You must limit the narrative to eight single-spaced pages for Planning and ten single-spaced pages for Implementation.

Name the file narrative.pdf.

Attachment 2: Work plan (required)

Your work plan should reflect the major activities you described in your narrative and the project dates on your [SF-424 Application for Federal Assistance - Short Organizational](#) and the [Research and Related Budget](#).

Describe the activities that will take place during the period of performance to achieve the proposed objectives. Use a timeline that includes each activity and identifies responsible staff. Explain how outcomes from one activity will carry over into the next. For each activity, specify the project team members involved. For multi-institutional collaborative projects, discuss the distribution of responsibilities across each institution. As appropriate, identify meaningful support and collaboration with key stakeholders in planning, designing, and implementing activities.

Name the file workplan.pdf.

Attachment 3: Readings and resources (required)

Include a list of relevant readings and resources for the project.

Name the file readings.pdf.

Attachment 4: Relevant research or data (required for Implementation)

For **Planning** applicants, include relevant research or data collected for programs or disciplines that may be involved in your project **(optional)**.

For **Implementation** applicants, include relevant quantitative and qualitative data collected during the planning phase that will inform your implementation strategy **(required)**.

Name the file data.pdf.

Attachment 5: Résumés for key personnel (required)

Include brief résumés or biographies for the project director(s), members of the collaborative team, consultants, speakers, and other key personnel.

This attachment has a suggested length of two pages per résumé. Name the file resumes.pdf.

Attachment 6: Letters of commitment and support (required)

Include at least one letter from leadership (such as the president, provost, or dean) at the applicant institution attesting that the institution will offer long-term support for the project and explaining its significance within the institution's curriculum.

NEH also encourages you to include letters or emails of commitment from other organizations involved in the project, especially for Implementation. Letters from external contributors (such as community partners) involved in creating and/or implementing the experiential learning component should describe the nature of the relevant student engagement activities.

Elected government officials, NEH staff, and current members of the [National Council on the Humanities](#) may not serve as letter writers.

Name the file letters.pdf.

Attachment 7: Subrecipient budget(s) (conditionally required)

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

Download a [fillable PDF of the form](#) from the NEH website for your 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."

Rather than attaching related documents (budget justification, additional personnel, additional equipment) 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 8: 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 request the de minimis rate, you do not need to submit this attachment.

Name the file agreement.pdf.

Attachment 9: 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 now](#).

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 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, you will review and agree to the 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](#) before submitting an application, using your Login.gov credentials. 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 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

Program officers will review drafts submitted by July 21, 2022, at 11:59 p.m. Eastern Time. NEH will not review drafts submitted after this deadline.

Drafts do not need to be fully developed program ideas or near complete applications to be submitted for review and feedback.

This optional review is not part of the formal selection process and has no bearing on the final funding decision. However, previous applicants have used it to strengthen their applications. If you choose to submit a draft, send it as an attachment to humanitiesconnections@neh.gov.

Applications

The deadline for applications under this notice is September 1, 2022, at 11:59 p.m. Eastern Time.

Applications must be complete, follow 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 AKA- or AKB-. 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. 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:

- the isolated addition or revision of a single course offering
- the simple pairing of complementary courses, whether in the same or in different departments or schools
- faculty or student travel abroad
- the development of courses for a graduate degree or non-degree program
- the cost of replacement teachers or compensation for faculty members/institutional personnel performing their regular duties
- commercial, for-profit, or proprietary textbook research or revision
- the rental of recreational facilities and costs related to social events such as banquets, receptions, and entertainment
- tuition for participants
- 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 and the humanistic social sciences (including the creation or performance of art; creative writing, autobiographies, memoirs, and creative nonfiction; and quantitative social science research or policy studies)

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:

Intellectual quality

(aligns with narrative sections “[Intellectual rationale](#)” and “[Content and activities](#)”)

- To what extent does the project respond to a compelling need for a new/revised direction for the humanities in undergraduate education at the applicant institution(s)?
- To what extent does the project offer innovative approaches to its central topic or issue?
- To what extent does the applicant present a persuasive rationale for interdisciplinary collaboration, articulating its long-term educational benefits and its relationship to the intellectual and cultural life of the institution(s)?
- To what extent will the project integrate the subject matter, perspectives, and pedagogical approaches of two or more disciplines (with a minimum of one in and one outside of the humanities) in a substantive and purposeful manner?
- To what extent will the project employ humanities texts and other resources that are appropriate and substantial?
- To what extent will the anticipated experiential learning opportunities amplify the project focus?

Design quality and feasibility

(aligns with narrative sections “[Content and activities](#),” “[Collaborative team](#),” “[Institutional context and resources](#),” and “[Evaluation](#)”)

- To what extent is the project well-conceived, coherent, and described in adequate detail?
- To what extent is the experiential learning component effective and appropriately integrated into the project?
- To what extent does the project give evidence of meaningful collaboration between humanities and non-humanities team members?
- To what extent do the collaborative team members have the necessary expertise and background in their respective fields to carry out their responsibilities?
- To what extent is there unambiguous evidence of preceding planning work? (**for Implementation proposals only**)
- To what extent is there evidence of commitment and support by faculty, administrators, and others involved in the project, as appropriate to the phase of the project (Planning or Implementation)?
- To what extent is the work plan feasible?
- To what extent is the evaluation plan effective in terms of capturing project outcomes appropriate to the phase of the project (Planning or Implementation)?
- To what extent is the budget reasonable in view of project activities and goals?

Impact

(aligns with narrative sections “[Intellectual rationale](#),” “[Institutional context and resources](#),” “[Impact and dissemination](#),” and “[Evaluation](#)”)

- To what extent will the project expand the role of the humanities in the undergraduate curriculum at the institution(s)?
- To what extent will the project result in substantial and purposeful interdisciplinary integration that goes beyond a single course offering or the simple pairing of complementary courses?
- To what extent does the project promise significant and measurable outcomes for students’ educational experience?
- To what extent do the narrative and supporting documentation indicate long-term institutional support for the project? **(for Implementation proposals only)**
- To what extent does the proposal provide convincing evidence of the project’s curricular impact beyond the period of performance? **(for Implementation proposals only)**
- To what extent are the plans for dissemination to a wider audience robust and in line with project goals? **(for Implementation proposals only)**

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 eligible and complete applications.

Peer reviewers are experts in their fields with knowledge and expertise relevant to the project activities supported by the program. 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 humanitiesconnections@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 NEH can make an award, whether it must impose any special terms and conditions, and what funding level is appropriate. NEH may elect not 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 subject to appeal to any federal official or board.

4. Anticipated Announcement and Award Dates

NEH will notify you of funding decisions by email in April 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 May 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 9: 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.

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 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 program specific goals and progress on strategies; 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.
4. **White Paper (Implementation only).** Recipients of Implementation awards must submit a “lessons learned” white paper for a broad professional audience, which may be made available on the NEH website. You must submit a White Paper within 120 calendar days after the period of performance ends.

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

G. Agency Contacts

If you have questions about the program, contact:

Division of Education Programs
National Endowment for the Humanities
400 Seventh Street, SW
Washington, DC 20506
202-606-8337
humanitiesconnections@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 800-877-8399.

If you have questions about registering or renewing your registration with login.gov or 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, 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

The [Humanities Initiatives](#) programs offered by the Division of Education Programs support projects that strengthen the teaching and study of the humanities at institutions of higher education by developing new humanities programs, resources (including those in digital format), or courses, or by enhancing existing ones. Projects that do not involve substantial collaboration with faculty outside of the humanities, or that do not involve experiential learning as an intrinsic part of the proposed curriculum, should consider the Humanities Initiatives programs instead of Humanities Connections.

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.