



NATIONAL ENDOWMENT FOR THE HUMANITIES

Notice of Funding Opportunity

Collaborative Research

Funding Opportunity Number: 20231129-RZ

Funding Opportunity Type: New

Federal Assistance Listing Number: 45.161

Application Deadline: November 29, 2023

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

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

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

Executive Summary

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

Funding Opportunity Title	Collaborative Research
Funding Opportunity Number	20231129-RZ
Federal Assistance Listing Number	45.161
Deadline for Optional Draft	September 18, 2023, 11:59 p.m. Eastern Time
Application Deadline	November 29, 2023, 11:59 p.m. Eastern Time
Anticipated Award Announcement	August 2024
Anticipated FY 2024 Funding	Approximately \$2,500,000
Estimated Number and Type of Awards	Approximately 15 grants
Award Amounts	Planning International Collaboration: up to \$25,000 Convening: up to \$50,000 Manuscript Preparation and Scholarly Digital Projects: up to \$250,000, or \$300,000 for collaborations that include a community college or certain minority-serving institutions (see C3. Other Eligibility Information for designations)
Cost Sharing/Match Required	No
Period of Performance	Planning International Collaboration and Convening: six to twelve months Manuscript Preparation and Scholarly Digital Projects: one to three years Projects must have a start date between October 1, 2024, and September 1, 2025.
Eligible Applicants	• nonprofit organizations recognized as tax-exempt under section 501(c)(3) of the Internal Revenue Code • accredited institutions of higher education (public or nonprofit) • state and local governments and their agencies • federally recognized Native American Tribal governments See C. Eligibility Information for additional information.
Program Resource Page	https://www.neh.gov/grants/research/collaborative-research-grants
Pre-Application Webinar	Thursday, August 24, at 2:00 PM Eastern. The link to register is here: Collaborative Research pre-application webinar .
Published	August 1, 2023

Table of Contents

A. Program Description	1
1. Purpose	1
2. Background	4
B. Federal Award Information	5
1. Type of Application and Award	5
2. Summary of Funding	6
C. Eligibility Information	7
1. Eligible Applicants	7
2. Cost Sharing	7
3. Other Eligibility Information	8
D. Application and Submission Information	10
1. Application Package	10
2. Content and Form of Application Submission	10
3. Unique Entity Identifier and System for Award Management	33
4. Submission Dates and Times	34
5. Intergovernmental Review	35
6. Funding Restrictions	35
E. Application Review Information	35
1. Review Criteria	35
2. Review and Selection Process	36
3. Assessment of Risk and Other Pre-Award Activities	37
4. Anticipated Announcement and Award Dates	37
F. Federal Award Administration Information	37
1. Federal Award Notices	37
2. Administrative and National Policy Requirements	37
3. Reporting	39
G. Agency Contacts	40
H. Other Information	40

A. Program Description

1. Purpose

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

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

You may propose a research project in a single field of study or interdisciplinary work. NEH encourages collaboration with scholars working in the natural or social sciences, but projects must focus on humanistic content and employ humanistic methods.

Scholars may be drawn from one or more institutions. Collaborations among different types of institutions are welcome. For example, research universities might partner with teaching colleges, libraries, museums, or independent research institutions. NEH encourages applications from and collaborations with minority-serving institutions, including Historically Black Colleges and Universities, Tribal Colleges and Universities, Predominantly Black Institutions, Native American-Serving Non-Tribal Institutions, and Alaska Native and Native Hawaiian-Serving Institutions. NEH encourages collaboration with tribal or other community members in the co-creation of knowledge.

NEH welcomes international collaboration, but scholars at U.S. institutions must contribute significantly to the project. (See [C3. Other Eligibility Information](#).)

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

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

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

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

Funding categories

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

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

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

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

A Planning International Collaboration award or a Convening award is not a prerequisite for a Manuscript Preparation or Scholarly Digital Projects application. If you are ready to implement your print or digital project, you may apply directly for one of these categories.

Planning International Collaboration

Planning International Collaboration supports initial meetings to brainstorm, plan, and establish new scholarly collaborations. This category is for early-stage projects involving at least one collaborator based in the U.S. and at least one collaborator based in a foreign country. The scholar or scholars at U.S. institutions must contribute significantly to the project. Examples of funded activities include, but are not limited to, research time to correspond and exchange ideas through videoconferencing; joint travel to a relevant site, archive, library, or collection to investigate a project's feasibility; exploratory workshops or working group meetings for collaborators; and writing time to complete a plan for future research and publication. The Planning category should advance work towards a product allowable for support within the Collaborative Research program. See [D6. Funding Restrictions](#).

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

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

Convening

The Convening category supports a single scholarly conference, symposium, or seminar that is open to members of an intellectual community broader than the invited attendees, or up to two working group meetings that advance a single project and may be restricted to primary collaborators. If you propose working group meetings of primary collaborators alone, you must explain why this is necessary. Convening projects should gather participants, virtually or in-person, to sharpen an already established collaborative research topic and work towards subsequent print publications or scholarly digital projects that would be allowable for support within the Collaborative Research program. See [D6. Funding Restrictions](#).

NEH expects you to advertise convenings appropriately and to include a variety of scholars bringing a range of perspectives. Typical funding requests include, but are not limited to,

compensation for the organizing scholar(s); travel, per diem, accommodation, and honoraria for presenters; and costs related to the rental of a venue or audio-visual services. Attendance at the convening must be free of charge.

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

Convening awards are up to \$50,000 with a period of performance of between six months and twelve months.

Manuscript Preparation

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

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

Manuscript Preparation applications from community colleges or certain minority-serving institutions, or that include such an institution as a subrecipient and full partner in the conceptualization and execution of the project, may request an additional \$50,000 of support. Eligible minority-serving institutions are: Historically Black Colleges and Universities, Tribal Colleges and Universities, Predominantly Black Institutions, Native American-Serving Non-Tribal Institutions, and Alaska Native and Native Hawaiian-Serving Institutions. The \$50,000 may be allocated to any year of the performance period or divided among years. To be eligible for the additional \$50,000, the application must demonstrate meaningful collaboration among the partners. See [C3. Eligibility Information](#).

Scholarly Digital Projects

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

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

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

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

Scholarly Digital Projects applications from community colleges or certain minority-serving institutions, or that include such an institution as a subrecipient and full partner in the conceptualization and execution of the project, may request an additional \$50,000 of support. Eligible minority-serving institutions are: Historically Black Colleges and Universities, Tribal Colleges and Universities, Predominantly Black Institutions, Native American-Serving Non-Tribal Institutions, and Alaska Native and Native Hawaiian-Serving Institutions. The \$50,000 may be allocated to any year of the period of performance or divided among years. To be eligible for the additional \$50,000, the application must demonstrate meaningful collaboration among the scholars. See [C3. Eligibility Information](#).

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 [Section 3\(a\) of the National Foundation on the Arts and the Humanities Act of 1965](#), as amended, “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 Areas of Interest

NEH is especially interested in supporting projects that advance humanities-related work in the following areas. NEH will give all applications equal consideration in accordance with the program's [review criteria](#).

NEH encourages projects that include Native American organizations and communities as applicants and project partners.

American Tapestry: Weaving Together Past, Present, and Future

[American Tapestry: Weaving Together Past, Present, and Future](#) is a wide-ranging special initiative at NEH that leverages the humanities to tackle some of the most pressing challenges of our time: strengthening our democracy, advancing equity for all, and addressing our changing climate. The initiative encourages humanities projects that elevate the role of civics in schools and public programs, advance knowledge of the country's history and political institutions, and examine threats to its democratic principles. The initiative also encourages projects that explore the untold stories of historically underrepresented groups and build capacity at cultural and educational institutions to benefit underserved communities. Finally, the initiative welcomes projects that promote research into the historical roots and cultural effects of climate change and support the cultural and educational sectors in building climate resilience. By supporting humanities projects that align with these three themes – strengthening our democracy, advancing equity for all, and addressing our changing climate – the *American Tapestry* initiative seeks to tell our country's history in all its complexity and diversity.

United We Stand: Connecting Through Culture

Hate must have no safe harbor in America – especially when that hate fuels the kind of violence we've seen from Oak Creek to Pittsburgh, from El Paso to Poway, and from Atlanta to Buffalo. When ordinary Americans cannot participate in the basic activities of everyday life – like shopping at the grocery store or praying at their house of worship – without the fear of being targeted and killed for who they are, our security as well as democracy are at risk. In coordination with the White House “United We Stand” Summit in September 2022, NEH launched a new initiative titled [United We Stand: Connecting Through Culture](#) that uses the humanities to combat hate-motivated violence and promote civic engagement, social cohesion, and cross-cultural understanding. As a part of this initiative, NEH encourages humanities projects that further our understanding of the nation's racial, ethnic, gender, and religious diversity; examine the sources of hate and intolerance in the United States; and explore progress towards greater inclusiveness. NEH especially welcomes projects that study the origins, history, and effects of antisemitism and/or Islamophobia in the United States.

Special Encouragement: Humanities Perspectives on Artificial Intelligence

NEH welcomes applications for research projects that seek to understand and address the ethical, legal, and societal implications of artificial intelligence (A.I.). NEH is particularly interested in projects that explore the impacts of A.I.-related technologies in the areas of equity, privacy, or civil rights.

B. Federal Award Information

1. Type of Application and Award

NEH seeks new applications in response to this notice.

NEH will provide funding in the form of grants.

2. Summary of Funding

Funding category	Period of Performance	Award Amounts
Planning International Collaboration	Six to twelve months	Up to \$25,000
Convening	Six to twelve months	Up to \$50,000
Manuscript Preparation	One to three years	Up to \$250,000 (up to \$100,000 per year for years one and two and up to \$50,000 for year three) Up to \$300,00 for projects proposed by, or including a subaward to, a community college or certain minority-serving institutions
Scholarly Digital Projects	One to three years	Up to \$250,000 (up to \$100,000 per year for years one and two and up to \$50,000 for year three) Up to \$300,000 for projects proposed by, or including a subaward to, a community college or certain minority-serving institutions

Award amounts

If you are applying for partial years, you must prorate your request by month in the Manuscript Preparation and Scholarly Digital Projects categories. For example, if you propose a period of performance of 18 months, you can request up to \$150,000. If you propose a period of performance of 30 months, you can request up to \$225,000.

If you are requesting the supplemental \$50,000 permitted to collaborations that are applying to the Manuscript Preparation or Scholarly Digital Projects category and include a community college or certain minority-serving institutions, you need not pro-rate that additional \$50,000.

The total amount you request must include the sum of direct and indirect costs.

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

NEH will not determine the amount available until Congress makes appropriations for FY 2024. NEH will issue awards subject to the availability of appropriated funds. NEH is publishing this notice as a contingency to ensure that NEH can process applications and issue awards in a timely manner, should sufficient funds become available.

Period of performance

You may begin your period of performance between October 1, 2024, and September 1, 2025.

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

C. Eligibility Information

1. Eligible Applicants

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

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

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

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

The recipient may not function solely as a fiscal agent but should make substantive contributions to the success of the project.

2. Cost Sharing

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

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

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

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

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

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

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

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

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

3. Other Eligibility Information

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

You may revise and resubmit previously rejected applications. Submissions are subject to the application requirements and [review criteria](#) of the current competition.

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

Per [2 CFR § 200.403\(f\)](#), you must not include the same project costs in more than one application for federal funding or approved federal award budget. If one application to NEH is pending, a second application for the same project costs, even if to a different program, may be ruled ineligible. However, you may submit multiple proposals for **complementary** aspects of the same overall project. If you are submitting complementary proposals to other NEH programs or government agencies, specify when and to whom in the [Supplementary Cover Sheet for NEH Grant Programs](#). NEH may disallow costs or reject applications that include overlapping project costs. An individual's level of effort cannot exceed 100% across multiple active federally funded awards.

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

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

Except for the rare cases covered by its [late submission policy](#), NEH will not consider applications submitted after the [deadline](#).

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

NEH will not consider applications that exceed mandatory page limits or deviate from formatting instructions. See the [Application Components Table](#).

Designating project directors and co-directors

- Project directors must be scholars, not administrators. They must hold a terminal degree and demonstrate (through the publications, presentations, and other experience detailed in their résumé) their ability to carry out the proposed project.
- The project director must be affiliated with the applicant institution.
- Project directors must devote significant, sustained time and effort to the project during the period of performance.
- All applications must include at least one collaborating scholar (who is not a degree candidate) in addition to the project director. Collaborating scholars who are not the project director need not be affiliated with the applicant institution.
- Any collaborating scholar who is not a degree candidate may be listed as a co-director. You may have more than one co-director.
- Members of the project team (including the project director) need not be U.S. citizens or U.S. residents, so long as the applicant institution is eligible. While international collaboration is required for Planning International Collaboration applications and welcome for Convening, Manuscript Preparation, and Scholarly Digital Projects applications, scholars at U.S. institutions must contribute significantly to the project.
- Degree candidates must not be project directors, co-directors, or the sole collaborator. They may, however, serve in other roles on the project team. If an individual on the project team is the project director, co-director, or the only other collaborating scholar, and has satisfied all the requirements for a degree but is awaiting its conferral, the application must include a letter from the dean of the conferring school attesting that the individual has completed all degree requirements by the application deadline. Include the letter in [Attachment 8. Degree conferral](#).
- An individual may serve as the project director or co-director of only one Collaborative Research award at a time.
- Current recipients may submit another Collaborative Research application with the same project director while they have an open award, but the open award and pending application may not include overlapping work activities or periods of performance.
- Project directors, co-directors, and collaborators of funded Collaborative Research applications must not hold concurrent full-time awards from the NEH Division of Research Programs—for example, an NEH Fellowship.

Eligibility for Additional \$50,000 for Manuscript Preparation or Scholarly Digital Projects

To be eligible for this additional funding, the applicant institution or subrecipient partner institution must be a community college or an institution designated by the U.S. Department of Education at the time of application as one of the five following categories of federally-recognized minority-serving institutions: Historically Black Colleges and Universities (HBCU), Tribal Colleges or Universities (TCU), Alaska Native and Native Hawaiian-Serving Institutions (ANNH), Native American-Serving Non-Tribal Institutions (NASNTI), or Predominantly Black Institutions (PBI).

Institutions must apply annually to the U.S. Department of Education for federally recognized minority-serving eligibility designations. Institutional designations can change from year to year. You may verify the status of your institution by visiting

<https://www2.ed.gov/about/offices/list/ope/ides/eligibility.html>. Scroll down and click on the most recent version of the Eligibility Matrix, a read-only Excel worksheet that lists data for postsecondary institutions.

You may also establish your institution's status with a letter or other document from the U.S. Department of Education. Include the letter in [Attachment 6. Additional Materials](#).

To be eligible for the additional \$50,000, you must demonstrate in your application narrative that the collaborating community college or minority-serving institution is a full partner in the conceptualization and execution of the project.

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 20231129-RZ. There is also a link on the [program resource page](#).

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

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

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

If you are deaf, hard of hearing, or have a speech disability, please dial 7-1-1 to access telecommunications relay services.

2. Content and Form of Application Submission

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

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

- Required: You must submit this component.
- Conditionally Required: You must submit this component if your proposal meets the specified conditions.
- Recommended: NEH encourages, but does not require, you to submit this component.
- Required for recipients: You are encouraged but not required to submit this component when you apply. You must submit it if you receive an award.

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

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

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

Note page limits and formatting instructions in this notice. **NEH will not review applications that exceed mandatory page limits or deviate from formatting instructions.**

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

- pages no larger than standard letter (8 1/2" x 11")
- at least one-inch margins on all sides for all pages
- a font no smaller than 11 points

In addition, NEH encourages you 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 (include citations in page counts)

Application Component Table

Application Component	File Name	Designation	Page limit
Attachments			
1: Project team	team.pdf	Required	2 (mandatory)
2: Narrative	narrative.pdf	Required	11 (mandatory)
3: Work plan	workplan.pdf	Required	3 (mandatory)
4: Résumés for key personnel	resumes.pdf	Required	2 pages per résumé (suggested)
5: Bibliography	bibliography.pdf		3 (mandatory)
6: Additional Materials	appendices.pdf	Recommended	10 (mandatory)
7: Statement of funding received and requested	fundingreceived.pdf	Conditionally required	2 (suggested)
8: Degree conferral	conferral.pdf	Conditionally required	
9: Subrecipient budget(s)	subrecipient.pdf	Conditionally required	
10: Federally negotiated indirect cost rate agreement	agreement.pdf	Conditionally required	
11: Explanation of delinquent federal debt	delinquentdebt.pdf	Conditionally required	
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		Required	
Attachments Form		Required	
Certification Regarding Lobbying		Required for recipients	
Standard Form-LLL “Disclosure of Lobbying Activities”		Required for recipients	

Application Components: Attachments

Each attachment must be a single PDF file. See the [Attachments Form](#) instructions for further guidance about file requirements. Read this section carefully, as Grants.gov will not accept files that do not meet the requirements.

Attachment 1: Project Team (required)

List the members of the project team, surname first. Designate the project director and any co-directors, then group other team members by institutional affiliation. See [C3. Other Eligibility](#) for guidance on designating project directors and co-directors.

If you are requesting the additional \$50,000 available for Manuscript Preparation or Scholarly Digital Projects collaborations that include a community college or certain minority-serving institutions as either applicant or a subrecipient, indicate which institution is the qualifying institution (with an asterisk or in bold, for example) and indicate its status (community college, Historically Black College or University, Tribal College or University, Alaska Native and Native Hawaiian-Serving Institution, Native American-Serving Non-Tribal Institution, or Predominantly Black Institution).

If applicable, list tribal or other community partners. For team members not affiliated with a nonprofit or educational institution, provide occupation and employer; if none, list city and state of residence.

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

If a project director, co-director, or sole collaborator is a degree candidate who has fulfilled all the requirements for the degree and is awaiting its conferral, you must include [Attachment 8. Degree conferral](#).

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

Attachment 2: Narrative (required)

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

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

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

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

Project overview (about one paragraph)

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

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

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

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

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

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

Describe your project and its value to specific fields. Articulate your major research questions and the particular contributions the project will make to enhance knowledge and understanding in one or more areas of the humanities. Describe the scope of the research and the source materials. Discuss the relationship of the new research to ongoing work in the field by identifying related projects and relevant scholarship.

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

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

In addition, each category has specific requirements:

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

Convening applications: Describe the convening event and explain why that particular format (conference, symposium, seminar, or working group; in-person, virtual, or hybrid) best serves the project's goals. Explain how the event will lead to a tangible outcome such as a future print publication or digital project. Describe the venue and the expected participants. Discuss how you selected presenters and other participants, indicating how many have confirmed their participation. If you propose working groups of collaborators alone, explain why this is necessary. Describe the design of the convening and summarize the themes of sessions or the topics of groups of papers.

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

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

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

Scholarly Digital Projects applications: Describe how collaboration will take place and the division of labor that will produce the planned digital publication or project. Discuss remaining research you will undertake and associated travel. Justify why digital methods and a digital format are the best way to communicate the project's results. Describe the organization and the contents of the digital publication or project, including detail about the project's interpretive components. Discuss the technology you will employ, keeping in mind that NEH views the use of open-source software as a key component in the broad distribution of exemplary digital scholarship in the humanities. If you will not employ generally accessible open-source software, explain why. Where appropriate, provide information on pertinent technical standards and the use of best practices, such as Text Encoding Initiative (TEI)-conformant markup, data management, and digital preservation infrastructure and policies.

Where applicable, identify institutional partners who will act as digital publishers or participate in building the digital project. If the project involves materials under copyright, indicate your plans to secure the necessary permissions. Provide a URL if available. Provide a site map, wireframe, or annotated screenshots in [Attachment 6. Additional Materials](#).

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

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

Indicate major products to date—in print or digital form.

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

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

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

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

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

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

Summarize, rather than duplicate, the detailed work plan you will provide in [Attachment 3](#). Provide an overview of what you will accomplish during the grant period, identifying major phases and milestones. Discuss how you will use NEH funds to advance these goals. Describe a set of activities for each phase and specify the project team members involved. For multi-institutional collaborative projects, discuss the distribution of responsibilities across each institution.

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

Address the requirements of the appropriate category:

Planning International Collaboration applications: Describe how you will disseminate the expected results of the initial collaboration, workshops, or other working group meetings beyond the project team members (for example, public presentations, white papers, blog

posts, etc.). Provide a plan to assess the project's feasibility. Describe the next steps to be taken, possible sources of future funding, and the anticipated outcome(s) of the project.

Convening applications: Describe how you will disseminate the initial results of the convening (for example, via livestreamed or recorded video of the convening, web-posted papers, podcasts, blogs, or discussion boards). Identify future publication and dissemination goals and timelines, even those beyond the period of performance. Provide any available information about a future publication, including the likely publisher. You may include pertinent correspondence with publishers in [Attachment 6. Additional Materials](#). If the future product will be a digital project rather than a print publication, briefly describe the likely project, the next steps to be taken, and the envisioned timeline.

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

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

Attachment 3: Work plan (required)

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

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

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

Attachment 4: Résumés for key personnel (required)

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

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

Attachment 5: Bibliography (required)

Your bibliography should consist of primary and secondary sources that relate directly to the project. Include works that pertain to the project's substance and works relevant to the project's theoretical or methodological approaches. You may wish to divide the bibliography into appropriate sections.

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

Name the file bibliography.pdf.

Attachment 6: Additional Materials (recommended)

Provide essential supplementary materials as stipulated below. Do not include letters of recommendation, assessments of previous applications, or materials not described below.

For **all application categories**, include, as relevant, illustrations, maps, and other explanatory graphics; letters of support from archives or other research venues essential to the project; letters of support from tribal or other community partners; and permissions to publish materials under copyright.

You may include a letter from the U.S. Department of Education establishing an applicant or partner institution's status as a federally designated minority-serving institution, if necessary.

In addition, the following are recommended, according to the application category:

Planning International Collaboration

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

Convening

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

Manuscript Preparation

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

Scholarly Digital Projects

- For digital publications, a schematic representation of the structure and contents of the publication. If available, a letter of interest or contract confirmation from a digital publisher.

- For other digital projects, one or more of the following: a site map (a diagram of pages of your project that notes the hierarchical connections between pages), a wireframe (a screen blueprint or visual guide that represents the skeletal framework of the website or digital object), or screenshots of relevant draft pages and features (annotated to indicate anticipated future developments).
- A letter of support from the entity (library, archive, publisher, or other institution or organization) that will host and maintain the project.

The Additional Materials attachment **must not exceed ten pages**. All charts, letters, graphics, maps, etc. count toward the page limit. Name the file `additionalmaterials.pdf`.

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

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

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

Attachment 8: Degree conferral (conditionally required)

If a project director, co-director, or sole collaborator is a degree candidate, you must include a letter attesting that the candidate has fulfilled all the requirements for the degree and is awaiting its conferral. Such a letter must come from a dean of the conferring school and indicate that all degree requirements were fulfilled at the time of application.

Name the attachment `conferral.pdf`.

Attachment 9: 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 Research and Related Budget form](#) from the NEH website for each subrecipient. You must open and complete this form in Adobe Reader 8.0 or higher rather than in your web browser.

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

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

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

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.

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

Name the file subrecipient.pdf.

Attachment 10: Federally negotiated indirect cost rate agreement (conditionally required)

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

Name the file agreement.pdf.

Attachment 11: 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.

Application Components: Grants.gov Forms

SF-424 Application for Federal Assistance – Short Organizational

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

5. Applicant Information

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

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

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

6. Project Information

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

b. Provide a brief description of your project (no more than one thousand characters, including spaces). You should write the description for a nonspecialist audience, clearly stating the importance of the proposed work and its relation to larger issues in the humanities.

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

7. Project Director

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

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

8. Primary Contact/Grant Administrator

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

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

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

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

9. Authorized Representative

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

Supplementary Cover Sheet for NEH Grant Programs

1. Project Director

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

2. Institutional Information

Select your institution type from the drop-down menu.

3. Project Funding

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

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

4. Application Information

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

For type of application, check "new."

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

Project/Performance Site Location(s) Form

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

Enter [congressional districts](#) using the two-letter state abbreviation followed by your three-character district number. For example, if your institution is 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."

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 the [SF-424 Application for Federal Assistance - Short Organizational](#) form prior to completing your Research and Related Budget.

Complete a single detailed budget for each 12-month span of the period of performance. The form will generate a cumulative budget.

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

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

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

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

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

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

Introductory Fields

Your [SF-424 Application for Federal Assistance - Short Organizational](#) form should pre-populate introductory fields. If not pre-populated, indicate your organization’s Unique Entity Identifier, name, and the period of performance. This should match the information you provide on your SF-424 Application for Federal Assistance - Short Organizational. 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 use both columns if your institutional policy requires separate accounting for academic and summer months. 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 may include the costs of leave (e.g., 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 treat them as direct or indirect costs in accordance with the actual work performed. You may charge tuition remission on an average rate basis.

Administrative/Clerical

In most circumstances, you should include the salaries of administrative 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 they meet the following conditions:

- The administrative or clerical services are integral to a project or activity.
- The individuals 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 recover the costs as indirect costs.

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

Additional Other Personnel

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

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

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

C. Equipment Description

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

D. Travel

Enter the total funds you are requesting for both domestic travel (local and long-distance) and foreign travel (including travel to Canada and Mexico). Detail costs for each trip in your [budget justification](#). **If you make nonrefundable travel arrangements, it is at your own risk. You cannot charge cancelled travel to your award.**

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

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

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

The form will calculate total travel costs.

E. Participant/Trainee Support Costs

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

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

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

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

If you claim indirect costs, exclude participant support costs from the MTDC base. The form will calculate total participant support costs.

1. Tuition/Fees/Health Insurance

Leave this field blank.

2. Stipends

Enter the requested funds for participant stipends.

3. Travel

Enter the requested funds 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 requested funds for participant subsistence (e.g., lodging and service charges; meals, including taxes and tips; and incidental expenses).

5. Other

Describe other participant support costs (e.g., local ground transportation to venues, admission fees) and enter the requested funds. Provide additional information in your [budget justification](#).

Number of Participants/Trainees

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

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

2. Publication Costs

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

3. Consultant Services

Enter the requested funds 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 requested funds for ADP/computer services, including computer-based retrieval of scientific, technical, and education information. If a third party will provide these services, include them in [Subawards/Consortium/Contractual Costs](#).

5. Subawards/Consortium/Contractual Costs

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

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

You may provide a subaward through any form of legal agreement, including an agreement you consider a contract. The substance of the relationship between a passthrough entity and a third party is more important than the form of the agreement when determining if the third-party functions as subrecipient or contractor. See [2 CFR § 200.331\(c\)](#).

NEH may request additional information to assess if proposed costs are reasonable and allowable. 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 subrecipient. See [Attachment 9: Subrecipient Budget\(s\)](#).

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

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

6. Equipment or Facility Rental/User Fees

Enter the requested funds for rental fees for equipment and facilities.

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 rent 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 is only allowable when vendors are unavailable during the scheduled program. You may not use federal funds for meals or refreshments at receptions or networking events. If participants receive complimentary meals or refreshments during meetings, conferences, training, or other events while on NEH-supported travel, you must reduce the per diem you charge to the award. 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 your institution incurs for common or joint objectives and that you cannot readily identify with a specific project or activity. Indirect costs include such expenses as the depreciation on buildings, equipment, and capital improvements; operations and maintenance expenses; accounting and legal services; and salaries of executive officers.

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

Per [2 CFR § 200.1](#), MTDC are 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 over \$25,000.**

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

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

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

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

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

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

Include a copy of your federally negotiated indirect cost rate agreement, along with subrecipient agreements, as [Attachment 10: Federally negotiated indirect cost rate agreement](#), if applicable.

Reference [NEH's General Guidance on Calculating Indirect Costs](#) for more information.

If NEH is your cognizant agency, reference [Guidance for Negotiating an Indirect Cost Rate Agreement with NEH](#).

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 (i.e., if your project includes activities that occur both on and off campus). If you do not have a current indirect rate agreement, but intend to negotiate one, write "None-will negotiate" and 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 requested funds 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. Total project costs should not exceed \$25,000 for Planning International Collaboration, \$50,000 for Convening, or \$250,000 for Manuscript Preparation or Scholarly Digital Projects.

For proposals requesting the additional \$50,000 permitted for Scholarly Digital Projects and Manuscript Preparation projects with an applicant institution or subrecipient that is a community college, Historically Black College or University, Tribal College or University, Native American-Serving Non-Tribal Institution, Alaska Native and Native Hawaiian-Serving Institution, or Predominantly Black Institution, total project costs should not exceed \$300,000.

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 all costs, and provide supporting documentation. Organize your budget justification using the section headings on the Research and Related Budget.

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

If you request federal matching funds, identify which activities your required cost share supports, and the expected source(s) of funding. Refer to the [NEH Federal Matching Funds Guidelines](#) to learn about which third-party, non-federal gifts you can use for matching purposes.

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

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

A. Senior/Key Person: Budget Justification

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

B. Other Personnel: Budget Justification

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

If your budget includes administrative/clerical personnel, describe how they meet the [four conditions](#) for inclusion as a direct cost.

C. Equipment Description Budget Justification

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

D. Travel Budget Justification

For each trip, provide the name of the key personnel or employee(s) (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, except for recurring local trips, which you may group together.

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

E. Participant/Trainee Support Costs Budget Justification

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

F. Other Direct Costs Budget Justification

1. Materials and Supplies

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

2. Publication Costs

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

3. Consultant Services

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

4. Automated Data Processing (ADP)/Computer Services

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

5. Subawards/Consortium/Contractual Costs

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

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

You will submit a Research and Related budget and budget justification for each subrecipient, which you will include in [Attachment 9: 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.

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: Budget Justification

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

Attachments Form

You will upload your [Attachments](#) to Grants.gov using this form. The form accommodates up to fifteen attachments. **Attachments must be in Portable Document Format (.pdf).** Convert all non-PDF files (i.e., Word, Excel, images) to PDFs. If an attachment contains multiple documents, merge them into a single file, not a PDF portfolio. Be aware that, occasionally, converting a document to PDF may alter its total page count. Do not attach files that have been password-protected, encrypted, or digitally signed. You must remove all such security features before attaching your files. Failure to do so may result in your application being rejected.

Do not attach portfolios containing multiple PDFs.

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 exceed 50 characters
- multiple files have the same name
- 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.

Certification Regarding Lobbying (required for recipients)

If you request more than \$100,000, you must submit the Certification Regarding Lobbying before NEH issues your award. Add this 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” (required for recipients)

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

3. Unique Entity Identifier and System for Award Management

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

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. If your SAM registration is not active and current at the time of Grants.gov submission, NEH will reject your application.

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.

Login.gov

If you have not already done so, you must 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](#).

System for Award Management (SAM)

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

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

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.

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

Contact the [Federal Service Desk](#) if you have questions.

Grants.gov

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

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

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

Contact [Grants.gov Applicant Support](#) or consult the [Grants.gov Online User Guide](#) and its [library of instructional videos](#) if you have questions.

4. Submission Dates and Times

Drafts

You may submit a draft using the template on the [program resource page](#). You must submit your draft via email to collaborative@neh.gov by 11:59 p.m. Eastern Time on September 18, 2023. Put “Collaborative Research draft” in the subject line of the message.

Program officers will review drafts that use the template and are submitted by the deadline above. This optional preliminary review is not part of the formal selection process and has no bearing on the final funding decision. However, previous applicants have found it helpful in strengthening their applications. NEH staff will read only one draft per project per competition and expect to reply by October 16, 2023.

Applications

The deadline for applications under this notice is November 29, 2023, at 11:59 p.m. Eastern Time.

Applications must be complete, comply with length and formatting requirements, and be validated by Grants.gov under the correct funding opportunity prior to the deadline to be considered under this notice. See the [late submission policy](#) for the limited situations when NEH might accept an application submitted after the deadline.

It is your responsibility to confirm that Grants.gov and subsequently NEH have received your application. [Check your Grants.gov application status](#). eGMS, NEH’s online grant management system, will send you an automatically generated email upon receipt of your proposal.

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

NEH recommends you submit your application at least 48 hours prior to the deadline so you have time to correct technical errors eGMS identified or you discover. It is your responsibility to correct 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

You may not use awards made under this notice for the following purposes:

- projects undertaken by individuals without collaboration
- planning or creation of scholarly editions or translations in either print or digital form
- preparation of anthologies of previously published materials
- projects for which the primary goal is to create new collections, digitize existing collections, or create inventories or catalogs of collections
- projects that mainly seek the development and testing of an innovative method or infrastructure in the digital humanities
- creation of textbooks, dictionaries, encyclopedias, or bibliographies
- the development of curricula, teaching methods, or teaching theories
- educational or technical impact assessments
- training or professional development
- costs associated with attending or holding regularly occurring meetings of professional or scholarly organizations, societies, or institutions
- publishing costs and subventions to publishers
- preparing a subsequent grant application
- receptions
- planning or putting on exhibitions
- planning or production of documentary films or stand-alone video documentaries
- planning or production of apps
- equipment
- computers and peripherals, such as printers and scanners
- costs for activities performed by federal entities or personnel
- promotion of a particular political, religious, or ideological point of view
- advocacy of a particular program of social or political action
- support of specific public policies or legislation
- lobbying
- projects that fall outside of the humanities; the creation or performance of art; creative writing, autobiographies, memoirs, and creative nonfiction; policy studies; and social science research that does not address humanistic questions and/or utilize humanistic methods

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

E. Application Review Information

1. Review Criteria

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

1. Significance (aligns with narrative sections [“Significance and impact,”](#) [“Substance and context,”](#) and [“History of the project and its productivity”](#))

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

2. Methods and execution (aligns with narrative sections [“Method and execution”](#) and [“History of the project and its productivity”](#))

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

3. Collaboration (aligns with narrative sections [“Method and execution”](#) and [“Collaboration”](#))

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

4. Work plan and completion (aligns with narrative section [“Work plan”](#))

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

5. Outcomes and access (aligns with narrative section [“Final product and dissemination”](#))

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

2. Review and Selection Process

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

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

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

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

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

[Apply to be a peer reviewer for NEH.](#)

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](#). This assessment guards against the risk that federal financial assistance might be wasted, used fraudulently, or abused.

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

After completing its risk assessment, NEH will determine whether making an award would be consistent with the agency's risk management policy, whether it must impose any special terms and conditions, and what funding level is appropriate. NEH may elect not to issue 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](#)).

Award decisions are discretionary and are not appealable to any federal official or board.

4. Anticipated Announcement and Award Dates

NEH will notify you of funding decisions by email in August 2024. This is not an authorization to begin performance or incur related costs.

F. Federal Award Administration Information

1. Federal Award Notices

If NEH selects your application for an award, the NEH Office of Grant Management will send award documents to the institutional grant administrator and project director through eGMS Reach beginning in September 2024.

[Learn more about managing an NEH award.](#)

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 applying, 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 11: Explanation of delinquent federal debt](#).

Providing access to NEH-funded products

NEH strives to make the products of its awards available to the broadest possible audience by providing ready and easy access to its grant products to scholars, educators, students, and the American public. 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 you must include in subaward agreements.

[Learn more about managing subawards.](#)

Program income

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

NEH Research Misconduct Policy

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

Coordination of geographic information and related spatial data

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

Eliminate waste, fraud, and abuse

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

Termination

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

3. Reporting

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

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

NEH encourages you to send copies of books resulting from research supported by NEH awards to the Division of Research Programs at the address under [G. Agency Contacts](#) and to update the

“Products and Prizes” tab in eGMS Reach with publications or prizes resulting from NEH support.

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

G. Agency Contacts

If you have questions about the program, contact:

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

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

Office of Grant Management
National Endowment for the Humanities
400 Seventh Street, SW
Washington, DC 20506
202-606-8494
grantmanagement@neh.gov

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

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:

[Grants.gov Applicant Support](#)

U.S. calls: 1-800-518-4726
International calls: +1-606-545-5035
support@grants.gov

Always obtain a case number when calling for support.

H. Other Information

Related funding opportunities

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

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

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

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

Applicants seeking primarily to create or enhance **experimental, computationally-based methods, techniques, or infrastructure** that contribute to the humanities; pursue scholarship that examines the history, criticism, and philosophy of digital culture or technology and its impact on society; or conduct evaluative studies that investigate the practices and the impact of digital scholarship on research, pedagogy, scholarly communication, and public engagement should consider the [Digital Humanities Advancement Grants](#) program and the [Dangers and Opportunities of Technology](#) program in the [Office of Digital Humanities](#).

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

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

You may also find related funding opportunities with your state or jurisdictional humanities council. As mandated by Congress, 40% of the NEH's budget supports these councils, which play a critical role in supporting the NEH's mission and goals at a local, grassroots level. Contact information for each council can be found here: <https://www.neh.gov/about/state-humanities-councils>.

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.