



NATIONAL ENDOWMENT FOR THE HUMANITIES

## **NOTICE OF FUNDING OPPORTUNITY**

### **Funding Opportunity Title: Fellowships Open Book Program**

Funding Opportunity Number: 20220315-DR

Funding Opportunity Type: Limited Competition

Federal Assistance Listing Number: 45.169

### **Application Deadlines:**

**March 15, 2022**

**July 15, 2022**

**November 15, 2022**

**Ensure your SAM.gov and Grants.gov registrations and passwords are current.  
NEH will not grant deadline extensions for lack of registration.  
Registration in all systems, including SAM.gov and Grants.gov,  
may take up to one month to complete.**

Office of Digital Humanities  
Division of Research Programs  
Email: [odh@neh.gov](mailto:odh@neh.gov)  
Federal Relay: 800-877-8399

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

# Executive Summary

The National Endowment for the Humanities (NEH) Office of Digital Humanities, in partnership with the NEH Division of Research Programs, is accepting applications for the Fellowships Open Book Program. This limited competition aims to award publishers a \$5,500 grant to release open access digital editions of books whose underlying research was funded by one of the following NEH programs: [Fellowships](#); [NEH-Mellon Fellowships for Digital Publication](#); [Awards for Faculty at Hispanic-Serving Institutions](#); [Awards for Faculty at Historically Black Colleges and Universities](#); [Awards for Faculty at Tribal Colleges and Universities](#); [Summer Stipends](#); [Fellowships for Advanced Social Science Research on Japan](#); or [Public Scholars](#). Each e-book will be released under a Creative Commons license, making those books free for anyone to download. The book could be a forthcoming title (to be open access upon first release) or it could be a book that was first released at any time during or after calendar year 2015. NEH-supported books that were reissued or published in new editions during this period are also permitted.

|                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Funding Opportunity Title           | Fellowships Open Book Program                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Funding Opportunity Number          | 20220315-DR                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Federal Assistance Listing Number   | 45.169                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Application Deadlines               | March 15, 2022, at 11:59 p.m. Eastern Time<br>July 15, 2022, at 11:59 p.m. Eastern Time<br>November 15, 2022, at 11:59 p.m. Eastern Time                                                                                                                                                                                                                                                                                                                                                                                     |
| Anticipated Announcements           | July 2022 (for projects beginning August 1, 2022)<br>November 2022 (for projects beginning December 1, 2022)<br>March 2023 (for projects beginning April 1, 2023)                                                                                                                                                                                                                                                                                                                                                            |
| Anticipated Funding                 | Approximately \$150,000 per deadline                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Estimated Number and Type of Awards | Approximately 10-15 fixed amount awards per deadline                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Award Amounts                       | \$5,500                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Cost Sharing/Match Required         | No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Period of Performance               | Up to 18 months                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Eligible Applicants                 | Eligibility is limited to publishers who have published during or after 2015 (or will publish within the period of performance) a book whose research was supported by an NEH fellowship, including books that were reissued or published in new editions during this period.<br><br>Publishers must be U.S. nonprofit organizations with 501(c)(3) tax-exempt status, or accredited public or 501(c)(3) institutions of higher education.<br><br>See <a href="#">C. Eligibility Information</a> for additional information. |
| Program Resource Page               | <a href="https://www.neh.gov/grants/odh/FOBP">https://www.neh.gov/grants/odh/FOBP</a>                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Published                           | November 17, 2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

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# A. Program Description

## 1. Purpose

This notice solicits applications for the Fellowships Open Book Program (FOBP).

The FOBP is a limited competition designed to make outstanding humanities books available to a wide audience. By taking advantage of low-cost e-book technology, the program will allow teachers, students, scholars, and the public to read humanities books that can be downloaded or redistributed for no charge.

FOBP can support the following costs and activities:

- digital publication for a book
- author royalties
- distribution fees
- securing rights
- promoting the open access edition

## Programmatic Requirements

### Allowable Books

This limited competition is open to nonprofit publishers who have published a book supported by one of the NEH fellowship programs listed below. The book must have been published, reissued, or printed in a new edition during or after 2015 as listed on the copyright page (or be forthcoming during the period of performance). The publisher will use the funds to issue an open access e-book with a Creative Commons license, opening it up to a wide audience of readers.

- Applicants must choose a single book per application to make open access.
- The book's underlying research must have been supported by one of the following NEH programs:
  - [Fellowships](#)
  - [NEH-Mellon Fellowships for Digital Publication](#)
  - [Awards for Faculty at Hispanic-Serving Institutions](#)
  - [Awards for Faculty at Historically Black Colleges and Universities](#)
  - [Awards for Faculty at Tribal Colleges and Universities](#)
  - [Summer Stipends](#)
  - [Fellowships for Advanced Social Science Research on Japan](#)
  - [Public Scholars](#)
- The book must be one that was published in either print or digital form in calendar year 2015 or later. If previously published, the book must have included an acknowledgement of the relevant NEH award for the author's research and/or writing.
- Edited collections are not permitted.

### Outputs

- By the end of the period of performance, recipients must release an e-book edition in the EPUB format, version 3.1 or later. Recipients are also encouraged to release the book in other e-book formats (e.g., Kindle format or PDF).
- The e-book must be licensed using one of the [six standard Creative Commons licenses](#).
- Each e-book must have metadata embedded into the file, following the [recommendations for metadata](#) of the Book Industry Study Group (BISG). The metadata must also include information about the chosen Creative Commons license.
- The copyright page of the open access e-book must include the following:

- A statement that reads “Open access edition funded by the National Endowment for the Humanities.”
- While the original copyright statement should remain (e.g., “Copyright ©2019 Jefferson University Press”), the phrase “All rights reserved” must be removed and replaced with a reference to your chosen Creative Commons license (e.g., “The text of this book is licensed under a Creative Commons Attribution-NonCommercial-NoDerivatives 4.0 International License: <https://creativecommons.org/licenses/by-nc-nd/4.0/>”).
- The final open access e-book must be made available via at least two major e-book distribution channels (e.g., MUSEOpen, JSTOR, OAPEN, Amazon, HathiTrust).
- The recipient must pay the author a royalty of at least \$500 upon release of the open access e-book. If a book has multiple authors, the \$500 should be divided among them.

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

## 2. Background

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

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

Examples of NEH-funded projects may be found using the [Funded Projects Query Form](#).

[Learn more about NEH.](#)

## NEH Areas of Interest

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

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

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

NEH welcomes projects that develop innovative approaches to sustaining the nation's humanities infrastructure and preserving its historical record.

All applications will be given equal consideration in accordance with the program's review and selection process.

## **B. Federal Award Information**

### **1. Type of Application and Award**

This is a limited competition. NEH will provide funding in the form of fixed amount grants.

### **2. Summary of Funding**

All awards are for the fixed amount of \$5,500. Consistent with [2 CFR §200.201\(b\)\(1\)\(i\)](#), NEH will make available 90% of the award to the recipient at the outset of the period of performance. The remaining 10% will be restricted until the e-book has been published and NEH has verified that the recipient has met all stated requirements of the award.

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

The period of performance is up to eighteen months.

Applications submitted prior to the March 15, 2022, deadline will have a start date of August 1, 2022.

Applications submitted prior to the July 15, 2022, deadline will have a start date of December 1, 2022.

Applicants submitted prior to the November 15, 2022, deadline will have a start date of April 1, 2023.

NEH expects to have approximately \$150,000 to fund an estimated 10-15 recipients per deadline.

NEH will not determine the amount available until Congress enacts the final FY 2022 and 2023 budgets. This notice is subject to the availability of appropriated funds, and is a contingency action taken to ensure that, should funds become available for this purpose, applications can be processed and funds awarded in a timely manner.

## **C. Eligibility Information**

### **1. Eligible Applicants**

Eligibility is limited to publishers who have published during or after calendar year 2015 a book whose research was supported by one of the NEH fellowship programs listed below. Publishers must be U.S. nonprofit organizations with 501(c)(3) tax-exempt status, or accredited public or 501(c)(3) institutions of higher education.

In addition, applicants to this limited competition may only seek support to digitally publish books that meet the following criteria:

- The book's underlying research must have been supported by one of the following NEH programs: [Fellowships](#); [NEH-Mellon Fellowships for Digital Publication](#); [Awards for Faculty at Hispanic-Serving Institutions](#); [Awards for Faculty at Historically Black Colleges and Universities](#); [Awards for Faculty at Tribal Colleges and Universities](#); [Summer Stipends](#); [Fellowships for Advanced Social Science Research on Japan](#); [Public Scholars](#).
- The book may be new, reissued, or republished as a new edition. Edited collections are not permitted.
- The book must be one that was published, or is slated to be published, in either print or digital form, in calendar year 2015 or later. Forthcoming books must be scheduled to published no later than the end of the period of performance.
- If previously published, the book must have included an acknowledgement to the relevant NEH award for the author's research and/or writing.

Eligible applicants acting as fiscal agents or fiscal sponsors may not apply on behalf of ineligible applicants.

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

## 2. Cost Sharing

Cost sharing is not required in this program.

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

## 3. Other Eligibility Information

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

Two or more applications for federal funding and/or approved federal award budgets are not permitted to include overlapping project costs. However, applicants may seek funding from other NEH programs for complementary aspects of the same overall project.

If for any reason an application is submitted more than once before the deadline (including submitting to the wrong funding opportunity or making corrections/updates), NEH will only accept your **last** validated submission, under the correct Grants.gov funding opportunity, prior to the deadline as the final and only acceptable application.

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

**Applications must be received by one of the three deadlines except for the limited reasons covered by the NEH's [late submission policy](#). Incomplete, nonresponsive, or ineligible applications will not be considered for funding under this notice. Applications that exceed specified page limits will not be reviewed. See the [Application Components Table](#).**

## D. Application and Submission Information

### 1. Application Package

This funding opportunity is available in Grants.gov under number 20220315-DR. You can also find a link to the funding opportunity on the [program resource page](#).

You must apply electronically using Grants.gov Workspace or a Grants.gov system-to-system solution. A multistep registration process is required to submit your application. See [D3. Unique Entity Identifier and System for Award Management](#).

The application package for this funding opportunity can be found under the “Package” tab. It includes a series of required and conditionally required forms. You will upload additional application components into the [Attachments Form](#).

Contact [odh@neh.gov](mailto:odh@neh.gov) to request a paper copy of this notice.

Applicants who are deaf or hard of hearing can contact NEH via Federal Relay at 800-877-8399.

### 2. Content and Form of Application Submission

This limited competition is using a streamlined application process and will not require a narrative or budget. The Application Components Table will help you prepare a complete application. **Applications missing any required attachments from this list will be considered incomplete and will be rejected from further consideration.**

| Grants.gov form/Attachment                                                       | Naming convention | Page limits        | Notes    |
|----------------------------------------------------------------------------------|-------------------|--------------------|----------|
| <a href="#">SF-424 Application for Federal Assistance - Short Organizational</a> | Grants.gov form   |                    | Required |
| <a href="#">Supplementary Cover Sheet for NEH Grant Programs</a>                 | Grants.gov form   |                    | Required |
| <a href="#">Project/Performance Site(s) Location Form</a>                        | Grants.gov form   |                    | Required |
| <a href="#">Attachments Form</a>                                                 | Grants.gov form   |                    | Required |
| <a href="#">Attachment 1: Letter(s) of Commitment</a>                            | letters.pdf       | 2 pages per letter | Required |
| <a href="#">Attachment 2: Book Information</a>                                   | bookinfo.pdf      | 2 pages            | Required |

### SF-424 Application for Federal Assistance – Short Organizational

This form includes basic information about the project, the project director, and the institution. Items **1**, **2**, and **4** will be automatically filled in; item **3** should be left blank.

### 5. Applicant Information

Provide your organization’s legal name, address, employer/taxpayer identification number (EIN/TIN), unique entity identifier (assigned by the [System for Award Management](#)), website address, and [congressional district](#). For example, if your institution is located in the 5th congressional district of your state, put a “5.” If your institution does not have a congressional district (for example, it is in a state or U.S. jurisdiction that does not have districts, or is in a foreign country), put a “0” (zero).

Select the applicant type that best describes your organization from the drop-down menu.

Institutions applying to federal programs are required to include a unique entity identifier. If you do not know your identifier, contact your grants administrator or chief financial officer.

## **6. Project Information**

a. Provide the title of your project. Title your project “Open-access edition of [book title] by [author].” NEH reserves the right to retitle funded projects for clarity when announcing its funding decisions and in its own reports and communications, but recipients are permitted to use their preferred title for any award products.

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

c. List the start and end dates for your project. 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 information regarding 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 and is critical to its success. You must notify the NEH Office of Grant Management immediately if the project director named in the application changes.

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

## **8. Primary Contact/Grants Administrator**

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

As a matter of NEH policy, the project director named in item 7 may **not** be the same individual named as the primary contact/grants administrator named in item 8. The role of the project director must be distinguished from that of the institutional grants administrator, who functions as the representative of the recipient organization with authority to act on the organization’s behalf in matters related to the administration of the award. Financial reports and prior approval requests such as budget revisions, extensions of the period of performance, and changes in key personnel must be signed or countersigned by the institutional grants administrator. Similarly, official correspondence from NEH to a recipient (for example, an offer letter, award documents, an extension, a supplement, or amendment) is addressed to the institutional grants administrator and copied to 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 president, vice president, executive director, provost, or chancellor. To become an AOR, the person must be designated by the institution’s E-Business Point of Contact. Consult 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 the appropriate institution type from the drop-down menu.

### 3. Project Funding

Enter \$5,500 in outright funds.

### 4. Application Information

Indicate whether complementary proposals will be submitted to other NEH programs, government agencies, or private entities for funding. If so, specify when and to whom. NEH frequently cosponsors projects with other funders. Providing this information will not prejudice the review of your application. See [C3. Other Eligibility Information](#) for restrictions regarding overlapping costs.

For type of application, check "new."

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

### Project/Performance Site Location(s) Form

Provide the primary location and any other locations where the project activity will occur during the period of performance. You may include multiple performance sites. If you need to add more locations than the form allows, enter the information in a separate file and add it to the "Additional Locations" section. Position your cursor over each field to view instructions.

### Attachments Form

This form can accommodate up to fifteen attachments. Consult the [Application Components Table](#) to name and sequence your attachments in the proper order so that NEH can easily identify them.

Attachments must be in Portable Document Format (.pdf). Reformat all non-PDF files (i.e., Word, Excel, images, etc.) as PDFs. If an attachment contains multiple documents, merge them into a single file. Do not attach portfolios containing multiple PDFs. NEH cannot accept security-enhanced PDFs (e.g., password-protection, encryption, digital signatures, etc.). Flatten these files before uploading to Grants.gov.

Visit the [Grants.gov Adobe Software Compatibility page](#) to verify the compatibility of your current software or to download the appropriate version. If you have a problem installing Adobe Reader, contact your system administrator.

Limit file names to 50 or fewer characters. Do not attach any documents with the same name. Each attachment should have a unique name. Use only the following UTF-8 characters when naming your attachments: A-Z, a-z, 0-9, underscore, hyphen, space, period, parenthesis, curly braces, square brackets, ampersand, tilde, exclamation point, comma, semicolon, apostrophe, at sign, number sign, dollar sign, percent sign, plus sign, and equal sign. If you do not follow these naming conventions, your application may be rejected.

Grants.gov may accept and validate your submission even if required components are missing or are improperly formatted. This may result in NEH rejecting your application as incomplete or

nonresponsive. It is your responsibility to ensure that all required components are properly formatted, attached, and submitted.

Occasionally, converting a document to PDF may alter its length. It is your responsibility to ensure that all attachments are within the stated page limits.

### **Attachment 1: Letter(s) of commitment**

A letter of commitment is required from the book's author(s). The project director does not need to provide a letter of commitment. For co-authored books, each author must provide a separate letter.

In this letter of commitment, the author(s) should indicate that they concur with the applicant's plan to release a free-to-download digital edition of their book governed by a Creative Commons license. In addition, the author(s) should state whether or not the book differs from the book proposed and reviewed in the NEH fellowship application. If there are differences in argument, content, or structure, the author(s) should provide a description of those changes and their impact on the final manuscript.

The letter(s) should reference the original Federal Award Identification Number. To look up an award number, consult the [NEH's online query form](#).

Each letter must not exceed two pages. Compile multiple letters into a single PDF file. Name the file letters.pdf.

### **Attachment 2: Book information**

Include the following information:

- a brief description of the book (approximately one paragraph)
- the date of original publication, reissue, or new edition, or expected date of publication
- the name, job title, and institution of the author(s)
- for existing publications, the page number where NEH was acknowledged in the original publication (e.g., "The NEH acknowledgement appears on page VI")
- the names of at least two distribution channels (e.g., JSTOR, Project MUSE, Amazon) you intend to use for the open access edition of the book

This attachment must not exceed two pages. Name the file bookinfo.pdf.

## **3. Unique Entity Identifier and System for Award Management**

Before submitting an application, your organization must have a current and active [D-U-N-S® number](#), [System for Award Management \(SAM\)](#) registration, and [Grants.gov](#) registration. [Learn more about this multistep process](#).

Check your registrations well in advance of the deadline to ensure that they are accurate, current, and active. If your D-U-N-S® number and SAM registration are not active and current at the time of Grants.gov submission, your application will be rejected.

You should allow several weeks for the registration process. If you fail to allow sufficient time to complete registration with SAM or Grants.gov, you will not be eligible for a deadline extension or waiver of the online submission requirement.

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.

## **D-U-N-S®**

Your organization must obtain a [Dun and Bradstreet Data Universal Numbering System \(D-U-N-S®\) number](#). D-U-N-S® numbers are unique nine-digit numbers assigned to all types of business organizations, including nonprofits and government entities. A D-U-N-S® number will be required to register with the System for Award Management until April 2022.

## **System for Award Management (SAM)**

Your organization must register with the [System for Award Management \(SAM\)](#) and continue to maintain active SAM registration with current information at all times during which you have an active federal award or an application or plan under consideration by an agency (unless the applicant is an individual or federal agency that is exempted from those requirements under [2 CFR §25.110\(b\)](#) or [\(c\)](#), or has an exception approved by the agency under [2 CFR §25.110\(d\)](#)). When your organization registers in SAM, it will be assigned a unique entity identifier.

If you have not already done so, you will be required to create a [Login.gov](#) user account. When registering or renewing in SAM, you will be required to review and agree to the Financial Assistance Representations and Certifications, a common set of certifications and representations required by federal statutes or regulations in accordance with Title 2 of the Code of Federal Regulations.

## **Grants.gov**

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

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

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

Grants.gov maintains [a library of instructional videos](#) which may be helpful resources as you prepare your application.

## **4. Submission Dates and Times**

There will be three deadlines under this notice:

- March 15, 2022, at 11:59 p.m. Eastern Time
- July 15, 2022, at 11:59 p.m. Eastern Time
- November 15, 2022, at 11:59 p.m. Eastern Time

Applications must be complete, within the specified page limits, and validated by Grants.gov under the correct funding opportunity prior to the deadline to be considered under this notice.

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

When NEH receives your application from Grants.gov, the agency will assign it a tracking number beginning with DR-. A tracking number does not guarantee that the application is free of technical problems (such as missing attachments or failure to convert attachments to PDFs). If a technical problem is detected, NEH will notify you via email. It is your responsibility to correct any errors prior to the deadline.

Once you have applied, NEH will not comment on the status of your application except on issues of eligibility, completeness, and responsiveness.

## **5. Intergovernmental Review**

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

## **6. Funding Restrictions**

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

- books whose underlying research was not supported by one of the referenced NEH programs
- books whose underlying research was supported by one of the referenced NEH programs but whose NEH award is not acknowledged in the previously released edition of the book (if applicable)
- books that were first published (either in print or digitally) prior to 2015, unless the application is for an otherwise-permitted reissue or new edition
- edited collections
- promotion of a particular political, religious, or ideological point of view
- advocacy of a particular program of social or political action
- support of specific public policies or legislation
- lobbying
- projects that fall outside of the humanities and the humanistic social sciences (including the creation or performance of art; creative writing, autobiographies, memoirs, and creative nonfiction; and quantitative social science research or policy studies)

See also the unallowable costs included in [2 CFR 200 Subpart E - Cost Principles](#).

## **E. Application Review Information**

### **1. Review and Selection Process**

NEH program staff, in collaboration with the NEH Office of Grant Management, will screen proposals for completeness, eligibility, and responsiveness, and make funding recommendations to the NEH Chairman. The Chairman considers the advice provided by program staff and, by law, makes all funding decisions.

### **2. Assessment of Risk and Other Pre-Award Activities**

Applications that have received a favorable review are subsequently reviewed for other considerations, including past performance, as applicable; cost analysis of the project budget; assessment of management systems; continued applicant eligibility; and compliance with any public policy requirements.

You may be asked to submit additional programmatic or administrative information (such as an updated budget or supporting documentation) or to undertake certain activities (such as negotiation of an indirect cost rate) in anticipation of an award. However, such requests do not guarantee that an award will be made.

After reviewing applicable information, NEH's approving and grant management officials will determine whether an award can be made, if special conditions are required, and what level of funding is appropriate. NEH may elect not to fund applicants with management or financial instability that affects their ability to implement the terms and conditions of the award ([2 CFR §200.206](#)).

Award decisions are discretionary and are not subject to appeal to any NEH official or board.

### **3. Anticipated Announcement and Award Dates**

Applicants will be notified of funding decisions by email in July 2022, November 2022, or March 2023. This notification is not an authorization to begin performance or incur related costs.

## **F. Federal Award Administration Information**

### **1. Federal Award Notices**

The NEH Office of Grant Management will send award documents to the institutional grants administrators and project directors of successful applications via eGMS Reach in July 2022, November 2022, or March 2023.

### **2. Administrative and National Policy Requirements**

Awards are subject to [2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#), and the [General Terms and Conditions for Awards to Organizations \(for grants and cooperative agreements issued December 26, 2014 or later\)](#), and the specific terms and conditions in the Notice of Action.

### **Debarment, suspension, ineligibility, and voluntary exclusion certification**

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.

- 1) The prospective recipient certifies, by submission of this application, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
- 2) Failure to make required disclosures can result in any of the remedies described in [2 CFR §200.339](#), including suspension or debarment. See also 2 CFR parts [180](#) and [3369](#).
- 3) If the prospective recipient is unable to attest to the statements in this certification, an explanation must be included as an additional attachment.

### **Providing access to NEH-funded products**

As a taxpayer-supported federal agency, NEH endeavors to make the products of its awards available to the broadest possible audience. Our goal is for scholars, educators, students, and the American public to have ready and easy access to the wide range of NEH award products. All

other considerations being equal, NEH gives preference to those that provide free access to the public.

Recipients must follow the requirements of Section 504 of the Rehabilitation Act of 1973, which is designed to eliminate discrimination on the basis of disability in any program or activity receiving federal financial assistance. Consult [Design for Accessibility: A Cultural Administrator's Handbook](#).

## Copyright information

Recipients must copyright any work produced under an FOBP award using one of the [six standard Creative Commons licenses](#). 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 an excerpt from resulting grant product(s) in [Humanities](#) magazine or on the NEH website.

## Acknowledging NEH support

All 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. See [A1. Purpose](#) for specific requirements on acknowledging NEH support for the open access e-book.

## Eliminate waste, fraud, and abuse

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

## Termination

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

## 3. Reporting

Recipients must comply with the following reporting requirements. Reports must be completed online in eGMS Reach, the NEH online grant management system, unless otherwise instructed. Further information will be provided in the Notice of Action.

- **Federal Financial Report(s).** Recipients must submit the Federal Financial Report (SF-425) on an annual basis.
- **Performance Progress Report(s).** Recipients must submit a performance progress report to NEH on an annual basis.
- **Final Reports.** Recipients must submit a final Federal Financial Report (SF-425) and a final performance report within 120 calendar days after the period of performance ends. The final performance report collects information relevant to program specific goals and progress on strategies; impact of the overall project; the degree to which the recipient achieved the mission, goals, and strategies outlined in the approved application; recipient objectives and accomplishments; barriers encountered; and responses to summary questions regarding the recipient's overall experiences during the entire period of performance.

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

## G. Agency Contacts

If you have questions about the program, contact:

Office of Digital Humanities  
National Endowment for the Humanities  
400 Seventh Street, SW  
Washington, DC 20506  
[odh@neh.gov](mailto:odh@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  
[grantmanagement@neh.gov](mailto:grantmanagement@neh.gov)

Applicants who are deaf or hard of hearing can contact NEH via Federal Relay at 800-877-8399.

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

[Federal Service Desk](#)  
U.S. calls: 866-606-8220  
International calls: +1 334-206-7828

For assistance in registering with or submitting your application through Grants.gov, contact Grants.gov Applicant Support, 24 hours a day, 7 days a week, excluding federal holidays. at:

[Grants.gov Applicant Support](#)  
Telephone: 1-800-518-4726  
International Calls: 606-545-5035  
Email: [support@grants.gov](mailto:support@grants.gov)

Always obtain a case number when calling for support.

## H. Other Information

### 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 this application. This estimate includes time for reviewing instructions, researching, gathering, and maintaining the information needed, and completing and reviewing the application.

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](mailto: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.