



NATIONAL ENDOWMENT FOR THE HUMANITIES

Notice of Funding Opportunity

Funding Opportunity Title: Dialogues on the Experiences of War

Funding Opportunity Number: 20220901-AV

Funding Opportunity Type: New

Federal Assistance Listing Number: 45.163

**Application Deadline:
September 1, 2022**

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

Division of Education Programs
Email: dew@neh.gov
Federal Relay: 800-877-8399

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

Executive Summary

The National Endowment for the Humanities (NEH) Division of Education Programs is accepting applications for the Dialogues on the Experience of War program, as part of its [*Standing Together: The Humanities and the Experience of War*](#) initiative. The purpose of the program is to support the study and discussion of important humanities sources about war and military service, in the belief that these sources can help U.S. military veterans and others think more deeply about the issues that they raise. Dialogues discussion groups may include exclusively veterans (including a subset of veterans such as students or residents of a group facility); civilians; military-affiliated persons; or any mix of these groups.

Funding Opportunity Title	Dialogues on the Experiences of War
Funding Opportunity Number	20220901-AV
Federal Assistance Listing Number	45.163
Optional Draft Deadline	July 21, 2022, 11:59 p.m. Eastern Time
Application Deadline	September 1, 2022, 11:59 p.m. Eastern Time
Anticipated Award Announcements	April 2023
Anticipated FY 2023	Approximately \$1,000,000
Estimated Number and Type of Awards	Approximately 10 grants per deadline
Award Amounts	Up to \$100,000 per deadline
Cost Sharing/Match Required	No
Period of Performance	12 to 24 months Projects submitted to the 2022 deadline must start between May 1 and September 1, 2023.
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/education/dialogues-the-experience-war
Pre-Application Webinar	There will be a prerecorded webinar posted on the program resource page by June 22, 2022.
Published	June 7, 2022

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A. Program Description

1. Purpose

This notice solicits applications for the Dialogues on the Experience of War program, which supports the study and discussion of humanities sources that address diverse experiences of military service and war through projects that draw on the humanities to connect veterans and civilians. The program is part of NEH's [Standing Together: The Humanities and the Experience of War](#), an Endowment-wide initiative designed to promote a deeper understanding of war and military service.

Active-duty military, reservists, and veterans comprise close to seven percent of the population of the United States. The service and the experiences of this portion of the U.S. population have affected the lives of their fellow Americans, and people around the world in ways not widely understood or examined. The Dialogues on the Experience of War program supports projects that use humanities approaches and resources to explore the human experiences of war and military service and their repercussions for those directly and indirectly involved. While the forms and technologies of war and military engagement may change over time, deeper questions and connections persist across generations and places and often find expression through the humanities. Dialogues projects enable veterans and civilians to consider their own experiences within the broader context and perspectives such resources provide.

Dialogues projects build a community of inquiry by engaging participants in recurring, in-depth group discussions of meaningful themes, sources, and issues. All projects first build a cohort of discussion leaders and prepare them to facilitate these discussions. Dialogues projects thus offer uniquely transformative learning experiences for all who participate.

Awards of up to \$100,000 must support:

- **Discussion programs:** The convening of at least two sustained discussion series focused on humanities resources and themes that address the experiences of war and military service. Each series should convene approximately fifteen participants who will attend all sessions. Sessions may be in person, virtual, or in both formats, but they must provide enough time to build intellectual community among the participants.
- **Preparatory programs:** The creation of an in-person or virtual preparatory program to recruit, train, select, and mentor individuals to serve as discussion leaders for the series.

NEH does not prescribe a particular format or schedule for either the preparatory or discussion programs; you may tailor your design to the needs of your audience, project team (including discussion leaders), partners, and host sites. Dialogues projects may offer academic course credit for the preparatory and/or discussion programs or may integrate these programs into existing courses. For projects focused primarily on curricular development, see the [Humanities Initiatives](#) or [Humanities Connections](#) programs.

Best practices show that surveying discussion leaders after they have led their discussion series serves the evaluation of the preparatory programs particularly well. At a minimum, each project must include at least two basic survey evaluations:

- The first will be completed by discussion leaders at the end of their preparatory program.
- The second will survey participants in the discussion groups.

Discussion programs

Discussion programs should allow for deep engagement with the humanities sources and for dialogues that involve each member of the group. Discussions should engage participants in shared explorations of open-ended questions about war and military service, such as the nature of service, the place of veterans and the military in society, the meaning of heroism, the ethics of war, or what defines patriotism. You should select humanities sources that address wars or military conflicts across time and place, so that discussion participants may consider their own experiences in relation to human experiences and perspectives distant from their own, including those that predate living memory. You must also describe how you will recruit the discussion participants and support their engagement in thorough and sustained discussion.

Discussion programs must:

- treat at least two recognizably different conflicts in depth
- focus on the close study of humanities sources drawn from at least two genres (such as oral histories, visual artworks, memoirs, military biographies, speeches and letters, philosophical writings, documentary films, and fiction) from a diverse range of perspectives
- engage participants in deep discussion of the selected humanities sources and the issues that they raise
- convene participants in person, virtually, or in combined format for recurring sessions and enough time to build trust and intellectual community and foster sustained and inclusive dialogue

Preparatory training programs

You must develop a preparatory program to train discussion leaders. The format, length, and methodology of the preparatory program may vary, but you must tailor the recruitment, training, selection, and guidance of the discussion leaders to their needs and strengths and to the goals of the discussion program.

Preparatory programs should include:

- close study of the humanities sources at the heart of the discussions
- modeling and practice in leading humanities discussions (for example, posing questions designed to explore texts and elicit discussion of the texts' contemporary relevance; articulating rules of civil discourse; encouraging group inquiry; moderating disagreements)
- development of discussion leaders' knowledge and awareness of the diverse backgrounds and perspectives of military veterans and service members
- well-defined criteria for the selection of preparatory program participants, and plans to mentor, support, and evaluate discussion leaders throughout the period of performance
- formation of a virtual or actual network of discussion leaders and resources for future versions of the program and/or new programs

Indicators of Success

A successful Dialogues on the Experience of War project:

- shows how writers, artists, historians, philosophers, and others have portrayed military service and war from diverse points of view
- draws on humanities scholarship and understanding of military service in its approach to the selection and interpretation of humanities sources and themes
- considers universal as well as particular experiences of military service and war
- enables participants to consider their own perspectives in a broad and comparative context, guided by open-ended questions about the subject matter and the themes
- fosters participants' intellectual growth and self-understanding through sustained and interactive discussions
- involves humanities scholars and others with relevant experience or expertise in the core project team
- encourages the respectful exchange of ideas and builds a community of inquiry, trust, and shared learning

Special guidance for prior recipients

If you previously received a Dialogues award, you must indicate how the current proposal draws on insights gained and lessons learned from your prior project(s). Your new proposal may involve any of the following objectives:

- to deepen or refine thematic approaches, humanities sources, or conceptualization of the programs
- to revise or expand audiences for the preparatory and discussion programs
- to build capacity for smaller organizations or remote communities to offer Dialogues programs
- to develop or extend a local, regional, or national network of Dialogues programs
- to create and disseminate project resources for preparatory and discussion programs, such as training videos, facilitator resources, reading and resource lists, source materials, and evaluation forms and guidance

To these ends, you may use award funds to support activities that enable you to revise and enhance your project, such as: evaluation of program components; meetings and workshops; travel and convening expenses; or other means of sharing resources and best practices with project partners or across a wider programming community.

Prior recipients of Dialogues awards must respond to additional review criteria and must provide the evaluations conducted for their previous project in [Attachment 7: Other Supporting Materials](#).

Dialogues projects may take a wide variety of forms. For examples of different types, see the [program resource page](#).

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

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

2. Background

NEH offers this funding opportunity under the authority of [20 U.S.C. § 956](#). Awards are subject to [2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#), and the [General Terms and Conditions for Awards to Organizations \(for grants and cooperative agreements issued January 1, 2022 or later\)](#).

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

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

[Learn more about NEH.](#)

NEH Initiatives

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

In addition to these special initiatives, NEH encourages projects that include Native American organizations and communities as applicants and project partners.

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

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

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

Standing Together: The Humanities and the Experience of War

In recognition of the importance of the humanities both in helping Americans to understand the experiences of service members and in assisting veterans as they return to civilian life, this special initiative draws on the power of the humanities to support advanced research in the

humanities that explores war and its aftermath; to promote discussion and deepen understanding of the experiences of those Americans affiliated with the armed services, whether active duty or veterans; and to support returning veterans and their families. Learn more about [Standing Together](#).

B. Federal Award Information

1. Type of Application and Award

NEH seeks new, applications in response to this notice.

NEH will provide funding in the form of grants.

2. Summary of Funding

Award amounts

You may request up to \$100,000.

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

NEH anticipates approximately \$1,000,000 to fund an estimated 10 recipients per deadline.

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

Period of performance

You may request a period of performance of 12 to 24 months.

If you apply for the 2022 deadline, you must request a period of performance start date between May 1, 2023 and September 1, 2023.

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

C. Eligibility Information

1. Eligible Applicants

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

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

- a [federally recognized Native American tribal government](#)

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

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

2. Cost Sharing

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

Cost sharing or matching is the portion of the project costs not paid by NEH funds. Cost sharing will not be considered in the 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 will distribute 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](#).

Voluntary cost sharing

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

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

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

If NEH issues you an award, you must maintain auditable records of the source and use of contributed cost share. See [2 CFR § 200.306](#).

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

3. Other Eligibility Information

You may submit multiple applications for separate and distinct projects under this notice, however, an individual may only be named as project director on one application.

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

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

submit multiple proposals for **complementary** aspects of the same overall project. NEH may disallow costs or reject applications with overlapping project costs. An individual's level of effort cannot exceed 100% across all active federally funded awards.

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

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

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

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

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

D. Application and Submission Information

1. Application Package

You must apply using Grants.gov Workspace or a Grants.gov system-to-system solution. You can find this funding opportunity in Grants.gov under number 20220901-AV. There is also a link on the [program resource page](#).

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

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

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

If you are deaf or hard of hearing, you can contact NEH using Federal Relay at 800-877-8399.

2. Content and Form of Application Submission

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

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

- Required: You must submit this component.
- Conditionally Required: You must submit this component if they meet the specified conditions.
- Recommended: NEH encourages, but does not require, you to submit this component.

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

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

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

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

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

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

Application Component Table

Application Component	File Name	Designation	Page limits
Grants.gov forms			
SF-424 Application for Federal Assistance - Short Organizational		Required	
Supplementary Cover Sheet for NEH Grant Programs		Required	
Project/Performance Site(s) Location Form		Required	
Research and Related Budget		Required	
Attachments Form		Required	

Attachments			
1.Narrative	narrative.pdf	Required	10 (mandatory)
2: Discussion program schedule and syllabus	discussion.pdf	Required	2 (suggested)
3: Preparatory program schedule and syllabus	preparatory.pdf	Required	2 (suggested)
4: Work plan	workplan.pdf	Required	
5: Resume(s) of key project personnel	resumes.pdf	Required	2 pages per resume (suggested)
6: Letters of commitment	commitment.pdf	Recommended	
7: Other supporting materials	materials.pdf	Recommended	50 (mandatory)
8. Subrecipient budget(s)	subrecipient.pdf	Conditionally required	
9: Federally negotiated indirect cost rate agreement	agreement.pdf	Conditionally required	
10: Explanation of delinquent federal debt	delinquentdebt.pdf	Conditionally required	

Narrative

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

You must limit the narrative to ten single-spaced pages with one-inch margins and a font no smaller than 11-point.

Do not include an executive summary or a table of contents. You may include images, charts, diagrams, footnotes, and endnotes if they fit within the page limit.

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

a. Summary of the project (aligns with all [review criteria](#))

Provide a one-paragraph summary of the scope, structure, and setting of the proposed preparatory and discussion programs. Briefly describe the wars you will cover, the topics and themes you will address, and the genres of humanities sources you will consider (such as historical writings, memoirs, military biographies, speeches and letters, philosophical writings, documentaries, fiction, and artworks). If you have previously received a Dialogues award, state that here.

b. Project development (aligns with all [review criteria](#))

If you have previously received a Dialogues award, you must include this section in your narrative. Provide copies of the evaluations conducted of your previous project in [Attachment 7: Other Supporting Materials](#). All other applicants should enter N/A and skip this section.

Describe the ways the proposed project builds on past Dialogues work in its design and scope, including lessons learned in earlier implementation of the project, and revisions based on discussion leader and participant evaluations. Explain these elements more fully in the subsequent sections of the narrative. These ways may include:

- deepening or refining of the thematic approaches, humanities sources, or conceptualization of the programs
- revision or expansion of the audiences for the preparatory and discussion programs
- building capacity for smaller organizations or remote communities to offer Dialogues programs
- developing or extending a local, regional, or national network of Dialogues programs
- creating and disseminating project resources for preparatory and discussion programs, such as training videos, facilitator resources, reading and resource lists, source materials, and evaluation forms and guidance

c. Intellectual approach and content, design, and implementation (aligns with review criteria [Intellectual quality](#), [Design quality](#), and [Impact](#))

1. Intellectual rationale (aligns with review criteria [Intellectual quality](#) and [Design quality](#))

State the project's goals and intended outcomes. Explain the rationale for selecting the conflicts, themes, and humanities sources, and how they form a coherent program of study. Identify the intended audiences and describe how the project's format conveys the central humanities ideas/themes.

2. Discussion programs for military veterans and others (aligns with review criteria [Intellectual quality](#), [Design quality](#), and [Impact](#))

Discuss the specific humanities content of the programs. Elaborate on the topics, themes, conflicts, and sources at the heart of the discussions. Identify the humanities sources and other resources you will provide the participants. Specify how you will use the humanities sources to address the central themes of the discussion programs. Indicate how multiple viewpoints, dialogic methods, and selected themes will enrich the discussions. Include examples of how you will use open-ended questions and sources.

Describe the intended participants of the discussion groups. The discussion groups could include solely veterans (including a subset of veterans such as students or residents of a group facility); civilians; military-affiliated persons; or any mix of these groups.

Describe the discussion program format, including the frequency and length of the sessions and the number of participants (per group and in total). Describe how you will publicize the discussion groups and how you will recruit the participants. Describe the facilities for either in-person or virtual discussion programs, and any accommodations to address participants' needs (such as mobility or child-care) for in-person convenings.

In [Attachment 2: Discussion program schedule and syllabus](#), provide a schedule and syllabus for the discussion groups.

3. Preparatory program for discussion leaders (aligns with review criteria [Design quality](#) and [Impact](#))

Describe the specific goals, organization, and content of the preparatory program, and who will participate in it. Explain how you will recruit, select, train, and mentor or guide them throughout the preparatory and discussion programs. You may include more participants in your preparatory program than you ultimately select to lead your discussion programs. Include specific selection criteria, activities, and sufficient time and resources to ensure discussion leaders are well-prepared to guide deep and sustained discussion of the proposed themes and sources. Explain plans for the mentoring and guidance of discussion leaders, including how the project team would provide oversight and support to the selected discussion leaders during the discussion programs.

Outline the resources and preparation that would enhance discussion leaders' understanding of the diversity of veteran and military experience. Discuss how you will model the practice of facilitating discussion and what methods and sources (including proposed sources for the discussion programs) you would use. Identify study guides or other resources you will make available to preparatory program participants. In [Attachment 3: Preparatory program schedule and syllabus](#), provide a detailed schedule and syllabus for the preparatory program.

4. Project team (aligns with review criteria [Intellectual quality](#) and [Design quality](#))

Identify the roles and the expertise or experiential qualifications of the members of the project team, including the project director, scholars, consultants, and staff providing logistical or administrative support. If the project has an advisory board, identify the humanities scholars, veterans, and other individuals who will serve and describe how they would support the project.

You are required to submit résumés in [Attachment 5: Resumes of key personnel](#).

Letters of commitment from leaders of the preparatory program and any key individual collaborators on the project are conditionally required as [Attachment 6: Letters of commitment](#).

5. Institutional context (aligns with review criteria [Design quality](#) and [Impact](#))

Describe your mission, resources, and capacity to support the proposed activities. You may provide a letter of support from your institution in [Attachment 6: Letters of commitment](#), but it is not required. If the project involves an academic course or the offering of course credit, NEH recommends you include a letter of support from the institution.

If the project involves collaboration or partnership with organizations, describe how their mission and resources would support the project. Provide a letter of commitment from any individual consultant(s) or collaborating organization(s) in [Attachment 6: Letters of commitment](#).

6. Evaluation (aligns with review criteria [Intellectual quality](#), [Design quality](#) and [Impact](#))

Describe your plans for formative and summative evaluation of the preparatory and discussion programs, and the methods you intend to use. Your evaluation plan should address the thematic approach and humanities content as well as the other key elements of

the program such as the structure, the host facilities, etc. Discuss how your formative evaluation will inform the project. For instance, you might alter repeated discussion sessions based on feedback from participant surveys or other evaluative methods.

NARRATIVE GUIDANCE	
NEH has aligned each section of the narrative with its corresponding review criteria. Use the crosswalk to ensure you address all criteria.	
<u>Narrative Section</u>	<u>Review Criteria</u>
<u>Summary of the project</u>	<u>Intellectual quality</u> <u>Design quality</u> <u>Impact</u> <u>Additional criteria for prior Dialogues recipients</u>
<u>Project development</u> (prior Dialogues recipients only)	<u>Intellectual quality</u> <u>Design quality</u> <u>Impact</u> <u>Additional criteria for prior Dialogues recipients</u>
<u>Design, intellectual approach and content, and implementation</u>	<u>Intellectual quality</u> <u>Design quality</u> <u>Impact</u>
<u>Intellectual rationale</u>	<u>Intellectual quality</u> <u>Design quality</u>
<u>Discussion program for military veterans and other participants</u>	<u>Intellectual quality</u> <u>Design quality</u> <u>Impact</u>
<u>Preparatory program for discussion leaders</u>	<u>Design quality</u> <u>Impact</u>
<u>Project team</u>	<u>Intellectual quality</u> <u>Design quality</u>
<u>Institutional context</u>	<u>Design quality</u> <u>Impact</u>
<u>Evaluation</u>	<u>Intellectual quality</u> <u>Design quality</u> <u>Impact</u>

Research and Related Budget

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

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

The form indicates required fields in yellow. Round all costs to the nearest whole dollar. The inclusion of a cost category on the Research and Related Budget does not necessarily mean that an expense is allowable. See [D6. Funding Restrictions](#) to ensure that proposed costs are allowable.

If you are exclusively requesting outright funds, your budget should include only funding requested from NEH. If you are requesting federal matching funds, your budget must equal total funding requested from NEH (outright and federal matching funds) and the one-to-one required third party cost share for the federal matching funds. Refer to the [NEH Federal Matching Funds Guidelines](#) regarding the eligibility of gifts for matching purposes. Total federal matching funds and cost share should equal the amounts indicated on the [Supplementary Cover Sheet for NEH Grant Programs](#) in the “Federal Matching” and “Cost Sharing” fields. Learn about [types of funds NEH offers](#).

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

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

Only personnel employed by the applicant should be included under [A. Senior/Key Person](#) and [B. Other Personnel](#). Include team members in leadership roles in the project under [A. Senior/Key Person](#). Include other team members under [B. Other Personnel](#). Include costs for team members not employed by the applicant under [F3. Consultant Services](#) or [F5. Subawards/Consortium/Contractual Costs](#), as appropriate.

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

Introductory Fields

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

A. Senior/Key Person

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

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

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

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

Enter the requested salary and fringe benefits for each senior/key person. Per [2 CFR § 200.431](#), fringe benefits are allowances and services you provide in addition to salaries and wages. Fringe benefits include, but are not limited to, the costs of leave (vacation, family-related, sick, or military), employee insurance, pensions, and unemployment benefit plans.

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

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

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

B. Other Personnel

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

Post-doctoral associates, graduate students, and undergraduate students

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

Secretarial/Clerical

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

- The administrative or clerical services are integral to a project or activity.
- The individuals involved can be specifically identified with the project or activity.

- You explicitly include these costs in your budget or have prior written approval from NEH.
- You do not also recover the costs as indirect costs.

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

Additional Other Personnel

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

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

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

C. Equipment Description

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

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

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

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

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

The form will calculate total equipment costs.

D. Travel

Enter the total funds you are requesting for both domestic travel (local and long-distance) and foreign travel (including travel to Canada and Mexico). Provide a detailed breakdown of costs for each trip in your [budget justification](#). **Arrangements made on a non-refundable basis are at the risk of the recipient if the services must be cancelled for any reason.**

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

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

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

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

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

Include supporting information in your [budget justification](#). **Arrangements made on a non-refundable basis are at the risk of the recipient or participant if the services must be cancelled for any reason.**

The form will calculate total participant support costs.

1. Tuition/Fees/Health Insurance

Leave this field blank.

2. Stipends

Enter the total funds you are requesting for participant stipends. Participants in the preparatory program and discussion leaders may receive stipends based on the time and work the project requires of them.

3. Travel

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

4. Subsistence

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

5. Other

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

Number of Participants/Trainees

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

F. Other Direct Costs

The form will calculate total other direct costs.

1. Materials and Supplies

Enter the total funds you are requesting for materials and supplies costing the lesser of \$5,000 per item or the capitalization level established by the applicant, regardless of the length of its useful life. See [2 CFR §§ 200.314](#) and [.453](#).

2. Publication Costs

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

3. Consultant Services

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

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

4. Automated Data Processing (ADP)/Computer Services

Enter the total funds you are requesting for ADP/computer services, including computer-based retrieval of scientific, technical, and education information. Include personal computers and accessories under [Materials and Supplies](#).

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

5. Subawards/Consortium/Contractual Costs

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

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

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

NEH may request additional information in order to assess if 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. See [Attachment 8: Subrecipient Budget\(s\)](#).

If a subrecipient claims indirect costs, include its federally negotiated indirect cost rate agreement in [Attachment 9: Federally negotiated indirect cost rate agreement](#). Subrecipients requesting the de minimis rate are not required to provide an agreement.

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

6. Equipment or Facility Rental/User Fees

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

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

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

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

7. Alterations and Renovations

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

8-10. Other

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

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

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

G. Total Direct Costs

The form will calculate total direct costs.

H. Indirect Costs

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

If you choose to request indirect costs, compute the applicable amount by multiplying your indirect cost rate by the distribution base, typically the project's modified total direct costs (MTDC).

Per [2 CFR § 200.1](#), MTDC are all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subaward). **MTDC exclude equipment, capital expenditures, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward in excess of \$25,000.**

Review your institution's negotiated indirect cost rate(s) to ensure you are using the most appropriate rate for your project. Many institutions of higher education negotiate multiple rates, such as "research," "instruction," and "other sponsored activities." With rare exceptions, your institution's "research" rate is not the appropriate rate for inclusion in your NEH project budget, because this rate applies only to scientific research and not scholarly inquiry of the type most often supported by NEH.

Except as provided in [2 CFR § 200.414\(c\)\(1\)](#), NEH must use the negotiated rate(s) in effect at the time it issues your award and throughout its life. NEH will not adjust your award amount as a result of changes to your negotiated rates. Except as provided in [2 CFR § 200.414](#), when an educational institution does not have a negotiated rate with the federal government at the time of an award (because the educational institution is a new recipient or the parties cannot reach agreement on a rate), the provisional rate at the time of the award must be adjusted once a rate is negotiated and approved by the cognizant agency for indirect costs. If the recipient fails to negotiate an indirect cost rate applicable to the period of performance within the period of performance, NEH may disallow indirect costs.

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

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

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

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

Indirect Cost Type

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

Indirect Cost Rate (%)

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

Indirect Cost Base (\$)

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

Funds Requested (\$)

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

Total Indirect Costs

The form will calculate total indirect costs.

Cognizant Federal Agency

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

I. Total Direct and Indirect Costs

The form will calculate total project costs.

J. Fee

Leave this field blank.

K. Total Costs and Fee

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

L. Budget Justification

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

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

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

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

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

A. Senior/Key Person

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

B. Other Personnel

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

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

C. Equipment Description

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

D. Travel

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

For local travel, include the mileage rate, number of miles, reason for travel, and staff members completing the travel. For long-distance travel, calculate per diem amounts for meals and lodging consistent with written institutional policy. You must use the lowest available commercial fares for coach or equivalent accommodations. **Arrangements made on a non-refundable basis are at the risk of the recipient if the services must be cancelled for any reason.**

E. Participant/Trainee Support Costs

Describe your method of cost computation for participant stipends, travel, subsistence, and other costs. If possible, detail participant travel costs using the instructions above.

F. Other Direct Costs

1. Materials and Supplies

Indicate general categories (e.g., personal computers, digital cameras, archival supplies).

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

2. Publication Costs

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

3. Consultant Services

Identify each consultant, describe the services they will perform, specify the number of days of service, outline travel costs, and provide total costs. If applicable, include proposals.

4. Automated Data Processing (ADP)/Computer Services

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

5. Subawards/Consortium/Contractual Costs

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

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

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

6. Equipment or Facility Rental/User Fees

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

7. Alterations and Renovations:

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

8. Other Costs

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

H. Indirect Costs

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

Application Components

SF-424 Application for Federal Assistance – Short Organizational

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

5. Applicant Information

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

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

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

6. Project Information

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

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

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

7. Project Director

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

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

8. Primary Contact/Grants Administrator

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

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

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

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

9. Authorized Representative

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

Supplementary Cover Sheet for NEH Grant Programs

1. Project Director

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

2. Institutional Information

Select your institution type from the drop-down menu.

3. Project Funding

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

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

4. Application Information

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

For type of application, check “new.”

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

Project/Performance Site Location(s) Form

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

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

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

Attachments Form

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

Do not attach portfolios containing multiple PDFs.

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

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

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

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

Attachment 1: Narrative (required)

Refer to the prior instructions on preparing your [narrative](#). **You must limit the narrative to ten single-spaced pages with one-inch margins and a font no smaller than 11-point.** Name the file narrative.pdf.

Attachment 2: Discussion program schedule and syllabus (required)

Format this document as a chart or narrative. Outline the number, duration, location, themes, and content of the discussion sessions for veterans and public participants. Indicate the specific themes and humanities sources to be discussed and any guiding questions for each session. This attachment has a suggested length of two pages. Name the file discussion.pdf.

Attachment 3: Preparatory program schedule and syllabus (required)

Format this document as a chart or narrative. Describe the schedule (duration of the program and its sessions), activities, and readings/resources for the preparatory program for discussion leaders. Include activities and resources for modeling and practicing discussions of humanities sources. This attachment has a suggested length of two pages. Name the file preparatory.pdf.

Attachment 4: Work plan (required)

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

Describe the activities or steps that you will undertake during the period of performance to achieve your stated objectives. Include such activities as the planning phases of the project, the recruitment of both discussion leaders and participants, and the implementation and evaluation of the preparatory and discussion programs. Use a timeline that includes each activity and identifies responsible staff. Explain how outcomes from one activity will carry over into the next. For each activity, specify the roles of the project team members involved, and if applicable, those of any external organizational partners. Your work plan may be formatted as a narrative, chart, or timeline. Name the file workplan.pdf.

Attachment 5: Résumé(s) of key project personnel (required)

Include a résumé, for the project director(s), consultants, and leaders of the preparatory program. Include the following information, as relevant:

- experience organizing and/or leading humanities-based discussion groups
- experience serving in the military and/or working with veterans and members of the military
- other relevant professional activities and publications

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

Attachment 6: Letters of commitment (recommended)

Include letters of commitment from consultants, leaders of the preparatory program, and organizational partners. This attachment may also include a letter of support from the applicant institution. If you are proposing the adoption of an academic course NEH recommends that you include this optional letter of support. Name the file commitment.pdf.

Attachment 7: Other supporting materials (recommended)

Prior Dialogues recipients, include documents from the previous project, such as preparatory and discussion program syllabi, survey responses or evaluations, reflections by past discussion leaders and participants, and/or other materials.

New projects may include materials related to evaluation methods, further information on reference sources, and/or additional program resources. If you are offering any part of the project as a course, include syllabi or list of sources studied.

Other supporting materials must not exceed 50 pages. Name the file materials.pdf.

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

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

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

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

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

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

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

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

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

Name the file agreement.pdf.

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

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

Name the file delinquentdebt.pdf.

3. Unique Entity Identifier and System for Award Management

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

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

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

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

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

System for Award Management (SAM)

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

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

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

Grants.gov

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

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

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

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

4. Submission Dates and Times

Preliminary Sketches and Drafts Deadlines

Program officers will review preliminary sketches or draft proposals submitted by July 21, 2022, 11:59 p.m. Eastern Time. Program officers will not review preliminary sketches or drafts submitted after this date. An optional preliminary sketch template is available on the [program resource page](#).

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

Applications

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

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

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

When NEH receives your application, the agency will assign it a tracking number beginning with AV-. A tracking number does not guarantee that your application is free of technical problems (such as missing attachments or failure to convert attachments to PDFs). If your files are not correctly formatted, eGMS, NEH's electronic grants management system, will reject your application and notify you by email. eGMS cannot detect other errors such as missing components or excess pages. NEH recommends you submit your application 48 hours prior to the deadline so that you have time to correct any technical errors. It is your responsibility to correct any errors prior to the deadline.

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

5. Intergovernmental Review

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

6. Funding Restrictions

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

- development of curricular or pedagogical methods or theories
- discussion programs comprised entirely of public-facing programs or events that do not involve sustained discussion of humanities sources
- preparation of courses for high school students, or a program of study in higher education. (If you wish to focus on curricular development projects at higher education institutions, consider the [Humanities Connections](#) or [Humanities Initiatives](#) programs)
- commercial, for-profit, or proprietary textbook research or revision
- doctoral dissertations, theses, or research pertaining to a graduate degree program
- psychological therapy, medical treatment, and career counseling
- promotion of a particular political, religious, or ideological point of view
- advocacy of a particular program of social or political action
- support of specific public policies or legislation
- lobbying
- projects that fall outside of the humanities and the humanistic social sciences (including the creation or performance of art; creative writing, autobiographies, memoirs, and creative nonfiction; and quantitative social science research or policy studies)

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

E. Application Review Information

1. Review Criteria

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

Intellectual quality (aligns with narrative sections [Summary of the project](#), [Project development](#), [Intellectual rationale](#), [Discussion program for military veterans and other participants](#), [Project team](#), and [Evaluation](#))

The extent to which the proposal:

- addresses significant humanities themes and draws on intellectually rich humanities sources relating to war and military service
- includes a wide variety of viewpoints and diverse veteran experiences and backgrounds
- manifests an intellectual balance in its chosen themes, questions, and sources
- covers at least two distinct wars and includes humanities sources from at least two different genres
- grounds activities for discussion leaders in themes and sources that support the discussion programs
- incorporates appropriate and high-quality resources and preparation tailored to the backgrounds, needs, and strengths of the proposed discussion leaders
- incorporates resources to develop discussion leaders' understanding of the diverse backgrounds and experiences of veterans and other members of the military

Design quality (aligns with [all narrative sections](#))

The extent to which the proposal:

- demonstrates that the applicant and any partner organizations have relevant experience and the necessary administrative infrastructure
- includes qualified key personnel with the knowledge and experience, including humanities expertise and understanding of military service, to carry out each stage of the project
- provides plans for recruitment of the proposed pool of discussion leaders and participants and criteria for the evaluation and selection of discussion group facilitators on completion of the preparatory program
- exhibits a well-defined structure and syllabus for the preparatory program that incorporates adequate time and relevant activities and resources for the discussion leader training and for modeling and practicing discussions of humanities sources
- provides clear plans for the mentorship of the discussion group leaders and participants throughout the project
- demonstrates effective organization of discussion groups in terms of the number, length, and content of the sessions, and the suitability of their facilities and locations

Impact (aligns with narrative sections [Summary of the project](#), [Project development](#), [Intellectual approach and content, and implementation](#), [Preparatory program for discussion leaders](#), [Discussion program for military veterans and other participants](#), [Institutional context](#), and [Evaluation](#))

The extent to which the proposal:

- demonstrates that the discussion program will attract the proposed audience
- demonstrates a strong likelihood of achieving its stated goals for impact upon discussion leaders and participants
- clearly indicates how planned evaluations will address whether the project has met its stated goals and, if applicable, enable the project team to refine the program
- demonstrates capacity for its preparatory and discussion programs to deeply engage its intended audience

Additional criteria for prior Dialogues award recipients (aligns with [all narrative sections](#)):

The extent to which the proposal:

- clearly reflects on and evaluates the implementation of the previous iteration(s) of the project
- provides well-supported plans for significantly deepening, strengthening, or expanding such project elements as the intellectual content, activities, resources, partnership(s), and outreach
- demonstrates the applicant's capacity to sustain participation in the preparatory and discussion programs, and to develop and disseminate its resources for a wider audience

2. Review and Selection Process

NEH staff review all applications for eligibility, completeness, and responsiveness. The agency then conducts a peer review process for all eligible and complete applications.

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

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

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

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

3. Assessment of Risk and Other Pre-Award Activities

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

OGM may request that you submit additional programmatic or administrative information (such as an updated budget or supporting documentation) or undertake certain activities (such

as negotiating an indirect cost rate) in anticipation of an award. Such requests do not guarantee that NEH will make an award.

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

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

4. Anticipated Announcement and Award Dates

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

F. Federal Award Administration Information

1. Federal Award Notices

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

2. Administrative and National Policy Requirements

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

Debarment, suspension, ineligibility, and voluntary exclusion certification

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

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

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

Providing access to NEH-funded products

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

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

Copyright information

Subject to applicable law, you may copyright work that you develop or acquire under an award. In accordance with [2 CFR § 200.315\(b\)](#), NEH reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use the work for federal purposes, and to authorize others to do so. NEH has typically exercised this right in consultation with recipients to publish excerpts of grant products in [Humanities](#) magazine or on its website.

Acknowledging NEH support

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

Subrecipient Monitoring Requirements

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

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

Program income

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

Principles of Civility for Professional Development Programs

NEH expects you to encourage an ethos of openness and respect and to uphold the basic norms of civil discourse. Review the [Principles of Civility for Professional Development Programs](#).

Eliminate waste, fraud, and abuse

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

Termination

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

3. Reporting

If you are selected for funding, you must complete required reports in eGMS Reach, the NEH online grant management system, unless otherwise instructed. NEH will provide further information in the Notice of Action.

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

Division of Education Programs
National Endowment for the Humanities
400 Seventh Street, SW
Washington, DC 20506
dew@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

If you are deaf or hard of hearing, you can contact NEH using Federal Relay at 800-877-8399.

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

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

For assistance in registering with or submitting your application through Grants.gov

[Grants.gov Applicant Support](#)

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

Always obtain a case number when calling for support.

H. Other Information

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.