



NATIONAL ENDOWMENT FOR THE HUMANITIES

Notice of Funding Opportunity

Funding Opportunity Title: Fellowship Programs at Independent Research Institutions

Funding Opportunity Number: 20230809-RA

Funding Opportunity Type: New

Federal Assistance Listing Number: 45.161

**Application Deadline:
August 9, 2023
August 14, 2024**

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

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

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

Executive Summary

The National Endowment for the Humanities (NEH) Division of Research Programs is accepting applications for the Fellowship Programs at Independent Research Institutions program. This program supports institutions that provide fellowships devoted to advanced study and research in the humanities in the United States and abroad, foster communities of intellectual exchange among participating scholars, and provide access to resources that might otherwise not be available to fellows.

Funding Opportunity Title	Fellowship Programs at Independent Research Institutions
Funding Opportunity Number	20230809-RA
Federal Assistance Listing Number	45.161
Optional Draft Deadlines	June 28, 2023, 11:59 p.m. Eastern Time June 26, 2024, 11:59 p.m. Eastern Time
Application Deadlines	August 9, 2023, 11:59 p.m. Eastern Time August 14, 2024, 11:59 p.m. Eastern Time
Anticipated Award Announcements	April 2024 April 2025
Anticipated FY 2024 and 2025 Funding	Approximately \$2,000,000 per deadline
Estimated Number and Type of Awards	Approximately 10 grants per deadline
Award Amounts	Up to \$565,000 (\$385,000 in outright funds plus \$180,000 in Federal Matching Funds) See B. Federal Award Information .
Cost Sharing/Match Required	No, unless federal matching funds are requested
Period of Performance	Up to 42 months 2023 deadline: projects must begin on January 1, 2025, and end no later than June 30, 2028. 2024 deadline: projects must begin on January 1, 2026, and end no later than June 30, 2029.
Eligible Applicants	See C. Eligibility Information .
Program Resource Page	https://www.neh.gov/grants/research/fellowship-programs-independent-research-institutions
Published	May 30, 2023

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A. Program Description

1. Purpose

Fellowship Programs at Independent Research Institutions (FPIRI) support institutions that provide fellowships for advanced humanities research in the U.S. and abroad, foster communities of intellectual exchange among participating scholars, and provide access to resources that might otherwise not be available to fellows.

Applicants include independent libraries, archives, museums, and centers for advanced study; American overseas research centers; and American organizations that facilitate humanities research in foreign countries. Individual scholars apply directly to recipient institutions for fellowships.

When evaluating applications, NEH considers the library holdings, archives, special collections, and other resources – either on site or nearby – that institutions make available to fellows and the opportunity to foster intellectual exchange for scholars working at these centers. For institutions that are located overseas or promote scholarly research abroad, NEH also considers the center’s ability to assist scholars in obtaining necessary research permits or other required documents for conducting overseas research.

Requirements for FPIRI recipients

If your organization receives a FPIRI award, it must:

Publicity and selection:

- consider all eligible applicants equally; you may not restrict eligibility to members of a scholarly organization or to persons affiliated with institutional members of a scholarly organization.
- not accept applications from any of your own officers, employees, members of the board of trustees or advisers, or selection committee members, until at least one year has elapsed since the person’s last service. The same restriction applies to officers, employees, and board members of parent organizations.
- not require an administrative or application fee for NEH-funded fellowships.
- clearly and effectively publicize the availability and application procedures of FPIRI-funded fellowships, so that potential applicants can learn of the full range of opportunities. Publicity materials must **explicitly reference the National Endowment for the Humanities funded fellowships** offered through the institution. Consult [Acknowledgment and Publicity Requirements for NEH Awards](#) and [Publicizing Your Project](#) for guidance.
- ensure the fair and informed selection of fellows by relying on the recommendations of an external committee composed of qualified scholars drawn from outside the institution’s staff and governing bodies. The committee must consist of at least three persons, convene either virtually or in person, and you must replace all members each year. Only fellowship applicants the external committee recommends may receive NEH funds.

- avoid real or perceived conflicts of interest in the composition of the selection committee and its deliberations. Staff (including unpaid advisors), officers, board members, and trustees of your institution may not serve as pre-screening evaluators or voting members on committees that review NEH-funded fellowship applications. The same restrictions apply to staff, officers, and trustees of parent organizations. Persons holding individual memberships at an institution should not constitute a majority on that institution's selection committee.

Administration of fellowships

- grant the same benefits, services, and accommodations provided to other fellows to NEH-funded fellows.
- ensure that fellowship tenures are full-time, continuous, and are between four and twelve months long. Residential fellows must be in residence during their entire tenure period. If a fellow is obliged through special circumstances to withdraw before the end of the tenure period, he/she shall receive a prorated stipend.
- consult with NEH-funded fellows undertaking research outside the U.S. to ensure that they have the necessary passports, visas, or other required documents for entry, residency, and permission to conduct research in foreign countries, as appropriate. You must require the NEH-funded fellow to notify your institution if a permit is denied or revoked after a fellowship has been awarded, or if an unforeseen circumstance, such as a natural disaster or political turmoil, prevents (or threatens to prevent) a fellow from carrying out their project. You must notify NEH-funded fellows that NEH is not responsible for their compliance with the laws and regulations of the country in which they will work. See [F2](#). for more information on foreign travel.

Adjustments to stipends

FPIRI awards support fellowship stipends at a rate of \$5,000 per month. You may:

- supplement stipends for NEH-funded fellows with your own funds, and fellows may receive additional funds from other sources.
- withhold a portion of the NEH-funded fellows' stipends to defray the costs of lodging and meals at a residential center.
- offer optional fringe benefits such as health care. You may, but are not required to, deduct their costs from stipends if fellows opt to receive the benefit. Stipend deductions for other fees or indirect costs are not allowed.

You must clearly state the full value of the NEH-funded stipend and, if applicable, the amount you will withhold, in your fellowship publicity and award letters.

Eligibility criteria for fellows are described in [C3. Other Eligibility Information](#).

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

See [E1. Review Criteria](#) for the standards 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 [Section 3\(a\) of the National Foundation on the Arts and the Humanities Act of 1965](#), as amended, “The term ‘humanities’ includes, but is not limited to, the study of the following: language, both modern and classical; linguistics; literature; history; jurisprudence; philosophy; archaeology; comparative religion; ethics; the history, criticism and theory of the arts; those aspects of the social sciences which have humanistic content and employ humanistic methods; and the study and application of the humanities to the human environment with particular attention to reflecting our diverse heritage, traditions, and history and to the relevance of the humanities to the current conditions of national life.”

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

[Learn more about NEH.](#)

NEH Areas of Interest

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

American Tapestry: Weaving Together Past, Present, and Future

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

United We Stand: Connecting Through Culture

Hate must have no safe harbor in America – especially when that hate fuels the kind of violence we’ve seen from Oak Creek to Pittsburgh, from El Paso to Poway, and from Atlanta to Buffalo. When ordinary Americans cannot participate in the basic activities of everyday life – like shopping at the grocery store or praying at their house of worship – without the fear of being targeted and killed for who they are, our security as well as democracy are at risk. In coordination with the White House “United We Stand” Summit in September 2022, NEH launched a new initiative titled [United We Stand: Connecting Through Culture](#) that uses the humanities to combat hate-motivated violence and promote civic engagement, social cohesion, and cross-cultural understanding. As a part of this initiative, NEH encourages humanities

projects that further our understanding of the nation's racial, ethnic, gender, and religious diversity; examine the sources of hate and intolerance in the United States; and explore progress towards greater inclusiveness.

NEH especially welcomes projects that study the origins, history, and effects of antisemitism and/or Islamophobia in the United States. NEH also encourages projects that include Native American organizations and communities as applicants and project partners. NEH will give all applications equal consideration in accordance with the program's [review criteria](#).

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 \$385,000 in outright funds and up to \$180,000 in federal matching funds for a total award of up to \$565,000. This total includes direct and indirect costs. Learn about different [type of funds offered by NEH](#).

You must submit a budget reflecting total project costs. For example, if you request \$100,000 in outright funds and \$100,000 in federal matching funds, you must submit a budget totaling \$300,000 (\$100,000 in outright funds, \$100,000 in federal matching funds, and \$100,000 in required cost share for the federal matching funds).

NEH anticipates awarding approximately \$2,000,000 among an estimated 10 recipients.

NEH will not determine the funding available each fiscal year until Congress enacts the final 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 up to 42 months.

If you apply for the 2023 deadline, your period of performance must start January 1, 2025, and end on or before June 30, 2028 (the end of the final academic year in which fellowships are awarded).

If you apply for the 2024 deadline, your period of performance must start between January 1, 2026, and end on or before June 30, 2029 (the end of the final academic year in which fellowships are awarded).

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

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

In addition, it must:

- have maintained a fellowship program for at least the three years immediately preceding the application deadline.
- be financed, governed, and administered independently of institutions of higher education. To demonstrate independence, it must meet the following conditions:
 - be financially independent from institutions of higher education, with no single college or university contributing more than 49% to the applicant organization's annual operating budget (including in-kind donations such as workspace, administrative support, etc.).
 - be governed by its own board of trustees, with a majority of members from no single institution of higher education.
 - be administered by a professional, independent chief executive officer or equivalent.

Institutions of higher education, foreign and for-profit entities, and individuals are not eligible to apply.

See [C3. Other Eligibility Criteria](#) for participant (fellow) eligibility.

2. Cost Sharing

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

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

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

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

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

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

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

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

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

3. Other Eligibility Information

You may submit multiple applications for separate and distinct projects under this notice, provided that they are for separate and distinct fellowship programs which meet all eligibility criteria. An individual may serve as project director for multiple proposed projects under this notice. If an individual will serve as project director on multiple applications, the applicant should explain in the narratives how the project director would allocate their time between the awards.

Current FPIRI award recipients may apply under this announcement. While a FPIRI recipient institution may have awards with overlapping periods of performance, fellowships funded by separate grants must not overlap. If you have questions regarding overlapping periods of performance, contact program staff at fpiri@neh.gov.

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

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

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

NEH does not provide financial assistance to foreign institutions or organizations. If you are an eligible domestic entity, you may apply for collaborative projects involving U.S. and foreign organizations provided you do not use NEH funds for the purpose of issuing subawards, 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 fpiri@neh.gov.

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

NEH takes reports of harassment seriously and seeks to ensure the prevention and elimination of all forms of discriminatory harassment, including sexual harassment, in NEH-funded grant programs. Applicants must maintain a written institutional policy that fosters a harassment-free environment for all individuals, including NEH-funded fellows, as described in [F2. Administrative and National Policy Requirements](#).

Institutions administering NEH fellowships are subject to [NEH's policy on research misconduct](#), as spelled out in [General Terms and Conditions for Awards to Organizations \(for grants and cooperative agreements issued January 1, 2022 or later\)](#). Applicants must maintain a written institutional research misconduct policy that includes NEH-funded fellows and provide a copy to NEH upon request.

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

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

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

Participant (fellow) eligibility

Recipients must comply with the following restrictions when selecting fellows for NEH funded fellowships:

- Only U.S. citizens and foreign nationals who have lived in the United States for the three years immediately preceding the application deadline are eligible.
- Individuals currently enrolled in a degree granting program and individuals seeking support for work in pursuit of a degree are not eligible. Advanced degree candidates who have completed all requirements by the application deadline for the fellowship and are awaiting conferral of their degree may apply. (Advanced degree candidates who have ABD status at the application deadline for the fellowship are not eligible.)
- NEH-funded fellows may not be debarred or suspended by any federal department or agency. The OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement) contained in [2 CFR Parts 180](#) and [3369](#) apply to this award.
- NEH-funded fellows may not be delinquent on repayment of federal debt. Examples of relevant debt include student loans, delinquent federal taxes, and delinquent payroll taxes for household or other employees. Overdue or unpaid child support payments will prevent an applicant from receiving an award. (See [OMB Circular A-129](#).)
- Although NEH-funded fellows may hold other fellowships or awards during their fellowship tenure, including sabbaticals and grants from their own institutions, they may not hold another NEH award concurrently.

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 20230809-RA. 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 fpiri@neh.gov to request a paper copy of this notice.

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

2. Content and Form of Application Submission

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

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

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

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

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

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

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

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

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

In addition, NEH encourages you to format your components consistent with the following:

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

Application Component Table

Application Component	File Name	Designation	Page limit
Grants.gov forms			
SF-424 Application for Federal Assistance - Short Organizational		Required	
Supplementary Cover Sheet for NEH Grant Programs		Required	
Project/Performance Site(s) Location Form		Required	
Research and Related Budget		Required	
Attachments Form		Required	
Certification Regarding Lobbying		Conditionally required	
Standard Form-LLL "Disclosure of Lobbying Activities"		Conditionally required	
Attachments			
1: Narrative	narrative.pdf	Required	12 (mandatory)
2: Prior year financial report	financial.pdf	Required	
3: Work plan	workplan.pdf	Required	
4: Résumés	resumes.pdf	Required	2 (suggested)
5: Reviewers	reviewers.pdf	Required	
6: Fellows	fellows.pdf	Required	
7: Publications	publications.pdf	Required	
8: Statistical analysis	analysis.pdf	Required	
9: Fellowship application form	application.pdf	Required	
10: Review guidance materials	guidance.pdf	Required	
11: Reports	reports.pdf	Required	
12: Federally negotiated indirect cost rate agreement	agreement.pdf	Conditionally required	
13: 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 12 single-spaced pages. Do not include an executive summary, cover page, 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 headings. Each section aligns with one or more [review criteria](#) NEH will use to evaluate your proposal.

Information requested in this section may be collected from preexisting sources, such as annual reports, auditors' reports, and brochures. If applicable, provide relevant URLs.

A. Brief summary statement

In one paragraph, state the purpose of the NEH-supported fellowships; their place within your existing fellowship program; **the total budget amount and total number of stipend months requested per year**; and, for previously funded applicants, whether this request represents an increase in funding over the previous NEH award.

B. The institution and its programs (aligns with [review criteria 1, 2, 5](#)) (1-2 pages suggested)

Provide a brief overview of your institution, describing:

- the intellectual significance of the work that the institution supports, including its value to scholars and general audiences in the humanities
- the institution's purpose, philosophy, history, governance, and sources of funding
- the administrative structure, size of the staff, and location(s)
- the size and scope of library holdings, archives, or special collections available on site or nearby
- the resources and facilities available for study, research, and discussion (e.g., offices, computer equipment, carrels, common rooms)
- the services available to NEH-funded fellows (e.g., administrative, research, or technical assistance; photocopying; meals)
- the housing options available to fellows, or how you will assist them in securing housing

C. The fellowship program (aligns with [review criteria 1, 2, 5](#)) (2-3 pages suggested)

Provide an overview of your existing fellowship program, describing:

- its mission
- if applicable, the ways in which NEH-supported fellowships benefit the institution's overall fellowship program
- the history of the program, recent developments, and future goals
- special fields of interest and the mix of scholars that the institution supports
- activities of fellows
- the ways in which the institution fosters an intellectual community among fellows and interaction with the scholarly community, including programs (e.g., seminars, colloquia,

lunch meetings) and other means of encouraging collegial exchange on topics related to the humanities

D. Publicity and application procedures (aligns with [review criteria 2, 3, 4](#)) (1-2 pages suggested)

Identify target audiences. Explain how you will publicize fellowships to qualified applicants, especially through your website (provide the URL), social media, professional associations, disciplinary listservs, and other online channels. Describe the publicity and outreach methods that you will use to attract a substantial and diverse group of scholars with related interests. Assess the effectiveness of past publicity efforts. Describe the applicant pool based on the statistical information provided as [Attachment 8: Statistical analysis](#).

E. Selection procedures (aligns with [review criteria 3, 4](#)) (2-4 pages suggested)

New (or not currently funded) applicants: describe your current selection process and, if applicable, the changes that you would make to meet the requirements of a FPIRI-supported program as described in [C3 Other Eligibility Requirements](#).

Currently funded applicants: describe your schedule and process for selecting fellows and any changes made to improve its quality and effectiveness.

All applicants: describe how your process ensures the selection of the best possible candidates and projects (see the requirements stated in [A1. Purpose](#))

- List the criteria for selecting fellows.
- If outside reviewers pre-screen applications, explain and justify the process.
- List the criteria for choosing members of the selection committee and state its size.
- Explain how you achieve diversity, impartiality, and expertise in the selection committee. Describe the process for choosing members of the committee and its composition, with respect to discipline, experience, geographical diversity, institutional characteristics, and other factors.
- List the conflict-of-interest rules by which you govern deliberations.
- If you select fellows using more than one program or committee, describe each one's procedures and explain how you allocate funds among programs or committees.

Provide documentation supporting the processes described here in [Attachment 10: Review guidance materials](#).

F. Program evaluation (aligns with [review criteria 4, 5](#)) (1-2 pages suggested)

Describe the reports and other kinds of feedback that you request from fellows. Summarize the findings of the most recent internal evaluation of your fellowship program(s). If applicable, describe any external evaluation of your fellowship program(s). Describe how you use this information to strengthen the program.

G. Institution staff and fellowship program administration (aligns with [review criteria 2, 3, 5](#)) (1 page suggested)

Identify the permanent professional staff dedicated to the fellowship program. Explain how you divide responsibility among staff members and the extent to which they are directly involved in its administration. Include résumés for principal staff in [Attachment 4: Résumés](#).

H. Future of the institution's fellowship program (aligns with [review criteria 1, 2, 3, 4, 5](#)) (1 page suggested)

Describe any anticipated changes in your mission and intellectual vision, scope, administrative structure, funding, or mix of fellows. Discuss how these changes will affect the work of scholars supported through the institution's programs. Explain any changes in the number of fellows (both NEH-funded fellows and others) or stipend levels needed to achieve your purposes.

NARRATIVE GUIDANCE

Each section of the narrative aligns with corresponding review criteria. Use the crosswalk to ensure you address all criteria.

<u>Narrative Section</u>	<u>Review Criteria</u>
B. The institution and its programs	1. Humanities significance 2. Intellectual community 5. Administration
C. The fellowship program	1. Humanities significance 2. Intellectual community 5. Administration
D. Publicity and application procedures	2. Intellectual community 3. Fairness of selection 4. Applicant pool, publicity, and budget
E. Selection procedures	3. Fairness of selection 4. Applicant pool, publicity, and budget
F. Program evaluation	4. Applicant pool, publicity, and budget 5. Administration
G. Institution staff and fellowship program administration	2. Intellectual community 3. Fairness of selection 5. Administration
H. Future of the institution's fellowship program	1. Humanities significance 2. Intellectual community 3. Fairness of selection 4. Applicant pool, publicity, and budget 5. Administration

Research and Related Budget

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

Complete a single detailed budget for the entire period of performance. The form will generate a cumulative budget. Before submitting your application, ensure that your completed form reflects your cumulative budget on the last page.

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

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

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

No more than 10% of your budget can be allocated for management and administration (M&A) costs. M&A costs are for activities directly related to the management and administration of the fellowship program. These activities must be directly related to the management and administration of NEH funds, such as financial management and monitoring, and must be based on actual expenses or known contractual costs. Requests that are simple percentages of the award, without supporting justification, will not be allowed or considered for reimbursement.

M&A costs are not operational costs; they are the necessary costs incurred in direct support of the award or as a consequence of the award and should be allocated across the entire lifecycle of the award. Examples of M&A activities include solicitation, review, and processing of applications and fellowships; managing and monitoring fellowships; preparing and submitting required programmatic and financial reports; and responding to official informational requests from federal oversight authorities. Salaries treated as M&A costs may be charged as direct costs in accordance with [2 CFR §200.413\(c\)](#).

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

You should only include your own employees under [A. Senior/Key Person](#) and [B. Other Personnel](#). Include team members in leadership roles in the project under [A. Senior/Key Person](#).

Include other team members under [B. Other Personnel](#). Include costs for non-employees under [F3. Consultant Services](#) or [F5. Subawards/Consortium/Contractual Costs](#), as appropriate.

NEH funding for fellows' stipends must be calculated at a rate of \$5,000 per month of tenure (for at least four and up to twelve months) and should be included under [E. Participant/Trainee Support Costs](#). If applicable, include additional payments to fellows—drawn from non-NEH sources—that would supplement the NEH funded stipends and describe this in the [budget justification](#). If applicable, indicate any costs for housing and regular meals that will be deducted from the stipend amount and provide detail in the budget justification.

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. If you are not requesting funding for personnel, you need not include salary and fringe benefit information.

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

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

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

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

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

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

Salaries included should be reasonable and allocable to the proposed project.

B. Other Personnel

Do not include any expenses in this section.

C. Equipment Description

Do not include any expenses in this section.

D. Travel

Include costs associated with selection committee travel and per diem.

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

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

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

The form will calculate total travel costs.

E. Participant/Trainee Support Costs

Include costs associated with fellows in this section.

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. **If you claim indirect costs, exclude participant support costs from the MTDC base.**

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

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

The form will calculate total participant support costs.

1. Tuition/Fees/Health Insurance

If you plan to deduct health care costs from fellows' stipends, do not include these costs here: instead, describe them in your [budget justification](#).

2. Stipends

Include stipends for fellows here, calculated at a rate of \$5,000 per month of tenure (for four to twelve months per fellow). Include any additional payments to fellows—drawn from non-NEH sources—that would supplement the NEH funded stipends, and describe them in your [budget justification](#).

If applicable, indicate any costs for housing and regular meals that will be deducted from the stipend amount in your [budget justification](#).

3. Travel

Do not include any expenses on this line.

4. Subsistence

If you plan to deduct subsistence costs (meals, lodging) from fellows' stipends, do not include those costs here but describe them in your [budget justification](#).

5. Other

Do not include any expenses on this line.

Number of Participants/Trainees

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

F. Other Direct Costs

The form will calculate total other direct costs.

1. Materials and Supplies

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

2. Publication Costs

Do not include any expenses on this line.

3. Consultant Services

Do not include any expenses on this line.

4. Automated Data Processing (ADP)/Computer Services

Do not include any expenses on this line.

5. Subawards/Consortium/Contractual Costs

Do not include any expenses on this line.

6. Equipment or Facility Rental/User Fees

Do not include any expenses on this line.

8-10. Other

Include honoraria paid to external selection committee members. Provide the names of committee members, if known; time commitment; and the honoraria amount paid to each individual in your [budget justification](#).

Allowable costs for the selection of fellows may be incurred up to ninety days before the beginning of the period of performance. Pre-award expenditures are incurred at the recipient's risk; the recipient's authority to approve such costs does not impose an obligation on NEH in the event an award is not made or is made for an amount that is less than the recipient anticipated.

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

G. Total Direct Costs

The form will calculate total direct costs.

H. Indirect Costs

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

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

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

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

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

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

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

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

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

Include a copy of your federally negotiated indirect cost rate agreement, along with subrecipient agreements, as [Attachment 12: Federally negotiated indirect cost rate agreement](#), if applicable.

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

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

Indirect Cost Type

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

Indirect Cost Rate (%)

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

Indirect Cost Base (\$)

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

Funds Requested (\$)

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

Total Indirect Costs

The form will calculate total indirect costs.

Cognizant Federal Agency

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

I. Total Direct and Indirect Costs

The form will calculate total project costs. Total project costs should not exceed \$565,000.

J. Fee

Leave this field blank.

K. Total Costs and Fee

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

L. Budget Justification

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

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

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

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

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

A. Senior/Key Person

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

B. Other Personnel

Other personnel costs are not allowed in this program.

C. Equipment Description

Equipment costs are not allowed in this program.

D. Travel

Do not include fellow travel in your budget form. For committee member travel, include the number of anticipated committee members and estimate the costs of transportation, lodging, per diem, and any other associated expenses. Explain how you determined these figures.

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

If any committee members are predetermined, you must include the rationale for predetermined committee members in your narrative in section E. Selection Procedures.

You must justify each trip separately, with the exception of recurring local trips, which you may group together.

Staff travel costs are not allowed in this program.

E. Participant/Trainee Support Costs

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

1. Tuition/Fees/Health Insurance

If you plan to deduct health care costs from fellows' stipends, describe the costs here.

2. Stipends

Describe any additional payments to fellows—drawn from non-NEH sources—that would supplement the NEH funded stipends.

If you plan to deduct costs for housing and regular meals from fellows' stipends, list the type and amount of the costs.

3. Travel

If you plan to deduct travel costs from fellows' stipends, list the type and amount of the costs.

4. Subsistence

If you plan to deduct subsistence costs (meals, lodging) from fellows' stipends, list the type and amount of the costs.

5. Other

Do not include any expenses on this line.

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

Do not include any publication costs in your justification.

3. Consultant Services

Do not include consultant services in your justification.

4. Automated Data Processing (ADP)/Computer Services

Do not include ADP expenses in your budget. You may describe voluntary cost share in your justification.

5. Subawards/Consortium/Contractual Costs

Do not include subaward/consortium/contractual costs in your budget. You may describe voluntary cost share in your justification.

6. Equipment or Facility Rental/User Fees

Do not include equipment or facility rental/user fees in your budget. You may describe voluntary cost share in your justification.

7. Alterations and Renovations

Do not include alterations and renovation costs in your budget. You may describe voluntary cost share in your justification.

8. Other Costs

Provide the number of anticipated selection committee members for each year, and the honoraria amount paid to each individual.

H. Indirect Costs

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

Application Components

SF-424 Application for Federal Assistance – Short Organizational

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

5. Applicant Information

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

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

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

6. Project Information

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

b. Provide a brief description of your project (no more than one thousand characters, including spaces). 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. All projects submitted to the 2023 deadline must begin on January 1, 2025, and end no later than June 30, 2028 (the end of the final academic year in which fellowships are awarded). All projects submitted to the 2024 deadline must begin on January 1, 2026, and end no later than June 30, 2029 (the end of the final academic year in which fellowships are awarded). See [B2. Summary of Funding](#) for allowable periods of performance.

7. Project Director

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

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

8. Primary Contact/Grant Administrator

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

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

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

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

9. Authorized Representative

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

Supplementary Cover Sheet for NEH Grant Programs

1. Project Director

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

2. Institutional Information

Select your institution type from the drop-down menu.

3. Project Funding

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

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

4. Application Information

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

For type of application, check "new."

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

Project/Performance Site Location(s) Form

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

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

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

Certification Regarding Lobbying (conditionally required)

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

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

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

Attachments Form

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

Do not attach portfolios containing multiple PDFs.

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

Consult the [Application Components Table](#) to name and sequence your attachments so that NEH can easily identify them. Grants.gov may reject your application if:

- file names exceed 50 characters
- multiple files have the same name
- file names include characters other than the following: A-Z, a-z, 0-9, underscore, hyphen, space, period, parentheses, curly braces, square brackets, ampersand, tilde, exclamation point, comma, semicolon, apostrophe, at sign, number sign, dollar sign, percent sign, plus sign, and equal sign

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

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

Attachment 1: Narrative (required)

Refer to the prior instructions on preparing your [narrative](#). Your narrative must not exceed 12 single spaced pages.

Name the file narrative.pdf.

Attachment 2: Prior year financial report (required)

Use this form to provide a financial overview for the most recently completed fiscal year of the fellowship program. List all sources of funding including funds from the institution’s own resources and from third parties. If applicable, indicate any restrictions.

Include expenditures for the institution's entire fellowship program, not just the component supported by NEH. Clearly distinguish long-term from short-term research awards and predoctoral from postdoctoral awards.

Organize the budget into categories of expenses similar to those in the NEH sample financial report for existing fellowship programs. Links to the sample financial report (PDF) and the fillable financial report form (MS Excel) are available on the [program resource page](#) (see FPIRI Sample Financial Form (prior year financial report form) and FPIRI Financial Form (prior year financial report form) to Fill Out).

Name the file financial.pdf.

Attachment 3: Work plan (required)

Provide a work plan including a timeline of the approximate dates of milestones within your program. Milestones might include: the date for call for applications; application deadline; selection committee recruitment; release of eligible applications to committee; committee meeting; notification of applicants; cohort begin/end dates; notable events within fellow tenure (such as required presentations); exit interviews or fellow report due dates; and tracking publication of the results of funded research.

You do not need to include milestones if they are not applicable to your program, but you should include any notable milestones not listed above.

Name the file workplan.pdf.

Attachment 4: Résumés (required)

Provide brief résumés for the director of the institution, project staff, and the principal staff involved in the program who are listed under narrative section [G. Institution staff and fellowship program administration](#). This attachment has a suggested length of two pages per résumé.

Name the file resumes.pdf.

Attachment 5: Reviewers (required)

List members of the selection committee for the current year and the two preceding years, annotated as to discipline, institutional affiliation, and academic rank. Do not attach lists of pre-screeners; instead, explain who they are in narrative section [E. Selection procedures](#).

Name the file reviewers.pdf.

Attachment 6: Fellows (required)

List all fellows for the current year (fiscal or academic) and for the two preceding years, including their fields and institutional affiliation. This list should distinguish long-term fellows (those supported for four or more months) from short-term fellows (those supported for fewer than four months). For long-term fellows, include a one-paragraph descriptions of their projects. **Prior FPIRI recipients should indicate FPIRI-funded fellows.**

Name the file fellows.pdf.

Attachment 7: Publications (required)

Provide full citations of publications by previous fellows. **Only include publications that directly resulted from their fellowships.** Do not include publications that appeared prior to their fellowship tenures. Go back no more than ten years and include only books, book chapters, scholarly articles, and websites or other digital products. Reference prizes, if applicable.

Organize the list alphabetically by the fellows' last names and indicate the year of the fellowship for each fellow's entry. **Prior FPIRI recipients should list only the publications of FPIRI-funded fellows.**

Name the file publications.pdf.

Attachment 8: Statistical analysis (required)

Provide comparative statistical charts of both the applicant pool and the selected fellows for the current year and for each of the two preceding years. If applicable, distinguish applicants and recipients for NEH-funded FPIRI fellowships from your overall fellowship program. Include:

- fields of study
- types of institution (for example, research university versus four-year college)
- academic rank
- geographical distribution

Name the file analysis.pdf.

Attachment 9: Fellowship application form (required)

New applicants should submit their current fellowship application (or provide the URL at which it is openly accessible). Prior FPIRI recipients should submit a copy of the application for FPIRI funded fellowships (or provide a URL at which it is openly accessible).

Name the file application.pdf.

Attachment 10: Review guidance materials (required)

Provide a copy of the guidance, instructions, and selection criteria given to those who select fellows and other award recipients. See [Section E: Selection Procedures](#) for more information.

Name the file guidance.pdf.

Attachment 11: Reports (required)

Include post-fellowship reports from all fellows for the last three years, redacting personal identifying information (e.g., home address; social security number). Current FPIRI recipients should only include reports from FPIRI-funded fellows.

Name the file reports.pdf.

Attachment 12: Federally negotiated indirect cost rate agreement (conditionally required)

If your organization is claiming indirect costs and has a current federally negotiated indirect cost rate agreement, provide a copy of the agreement. If applicable, provide the indirect cost rate

agreements for subrecipients claiming indirect costs. If you and your subrecipients are requesting the de minimis rate, you do not need to submit this attachment.

Name the file agreement.pdf.

Attachment 13: 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](#).

NEH encourages organizations with SAM registrations to check the validation of their UEI well in advance of the deadline to ensure that they are accurate, current, and active. If your SAM registration is not active and current at the time of Grants.gov submission, NEH will reject your application.

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.

Login.gov

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

System for Award Management (SAM)

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

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

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

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

Grants.gov

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

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

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

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

4. Submission Dates and Times

Drafts

NEH staff will review draft application materials submitted by June 28, 2023, at 11:59 p.m. Eastern Time for the 2023 competition or June 26, 2024, at 11:59 p.m. Eastern Time for the 2024 deadline. NEH staff will not review late drafts.

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

Applications

This notice covers the 2023 and 2024 competitions. The deadlines are:

August 9, 2023, at 11:59 p.m. Eastern Time

August 14, 2024, at 11:59 p.m. Eastern Time

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

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

When NEH receives your application, the agency will assign it a tracking number beginning with RA-. 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 Reach, NEH's electronic grants management system, will reject your application and notify you by email. eGMS Reach cannot detect other errors such as missing components or excess pages.

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

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

5. Intergovernmental Review

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

6. Funding Restrictions

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

- management and administration (M&A) costs in excess of 10% of the total award
- costs for activities performed by federal entities or personnel
- promotion of a particular political, religious, or ideological point of view
- advocacy of a particular program of social or political action
- support of specific public policies or legislation
- lobbying
- projects that fall outside of the humanities; the creation or performance of art; creative writing, autobiographies, memoirs, and creative nonfiction; policy studies; and social science research that does not address humanistic questions and/or utilize humanistic methods

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

E. Application Review Information

1. Review Criteria

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

1. Humanities significance (aligns with narrative sections [B](#), [C](#), and [H](#))

To what extent does the fellowship program support and advance intellectual activity important for the growth of humanistic disciplines and the humanities in general? To what extent have the scholarly contributions of former fellows been of significant value to scholars, the humanities sector and/or general audiences in the humanities?

2. Intellectual community (aligns with narrative sections [B](#), [C](#), [D](#), [G](#), and [H](#))

To what extent does the applicant institution foster and offer access to an intellectual community for its fellows to engage with other fellows and/or institution staff? To what extent are fellows likely to pursue their research more successfully because of the library holdings, archives, research collections, facilities, services, and other resources provided by the applicant institution either on site or nearby? If the fellowship program is not residential, to what extent does the applicant institution facilitate access to an online intellectual community for its fellows to engage with current or past fellows and/or institution staff?

3. Fairness of selection process (aligns with narrative sections [D](#), [E](#), [G](#), and [H](#))

To what extent is the selection process based on expertise and objectivity? To what extent has the institution chosen highly qualified and impartial selection committee members, who reflect disciplinary and regional diversity? To what extent does the institution avoid conflicts (and the appearance of conflicts) in establishing the selection committee and choosing the fellows?

4. Applicant pool, publicity, and budget (aligns with narrative sections [D](#), [E](#), and [F](#))

Is the applicant pool appropriate to the size of the program? Does the applicant institution effectively publicize its fellowship competition? Does the application make a persuasive case for the requested NEH support?

5. Administration (aligns with narrative sections [B](#), [C](#), [F](#), [G](#), and [H](#))

How effectively is the fellowship program administered? How strong is the institution's evaluation of the program and the contributions of its fellows? Does the applicant demonstrate that the findings are used to strengthen the program?

2. Review and Selection Process

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

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

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

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

[Learn more about the NEH review process.](#) [Are you interested in being an NEH peer reviewer?](#)

3. Assessment of Risk and Other Pre-Award Activities

Following the Chair's initial selection of applications for support, the NEH Office of Grant Management (OGM) conducts a risk assessment for selected applications. OGM will consider the applicant's past performance, if applicable; analyze the project budget; assess the applicant's management systems; confirm the applicant's continued eligibility; and evaluate compliance with [public policy requirements](#). This assessment guards against the risk that federal financial assistance might be wasted, used fraudulently, or abused.

NEH will consider information about your organization that is in the Responsibility/Qualification data bank in SAM.gov (formerly [Federal Awardee Performance and](#)

[Integrity Information System \(FAPIS\)](#)). This database records the integrity and performance of entities applying for federal funding. NEH will review the Responsibility/Qualification database when assessing your organization's integrity, business ethics, and record of performance under federal awards, as described in [2 CFR § 200.206](#). You may comment on information provided by federal awarding agencies about your organization. Per [2 CFR § 200.213](#), NEH will report determinations that your organization is not qualified to SAM.gov.

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

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

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

4. Anticipated Announcement and Award Dates

NEH will notify you of funding decisions by email in April 2024 (for the 2023 deadline) and April 2025 (for the 2024 deadline). This is not an authorization to begin performance or incur related costs.

F. Federal Award Administration Information

1. Federal Award Notices

If NEH selects your application for an award, NEH will notify you by email of funding decisions by April of the year following the application deadline. The NEH Office of Grant Management will send award documents to the institutional grant administrator and project director through eGMS Reach by July of the year following the application deadline.

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

2. Administrative and National Policy Requirements

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

Debarment, suspension, ineligibility, and voluntary exclusion certification

When you apply, 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 13: Explanation of delinquent federal debt](#).

Information on foreign travel

You should encourage NEH-funded fellows to register with the [State Department's Safe Traveler Enrollment Program \(STEP\)](#). Fellows registering with STEP receive the most current information and travel alerts from the U.S. embassy in the country in which they are traveling, and registration makes it easier for the Embassy to know how to contact travelers in an emergency. For questions regarding American citizens involved in an emergency overseas, contact the State Department at 888-407-4747 (from within the U.S. or Canada) or +1 (202) 501-4444 (from other countries). Travel advisories and warnings are available on the [State Department's website](#).

Providing access to NEH-funded products

NEH strives to make the products of its awards available to the broadest possible audience by providing ready and easy access to its grant products to scholars, educators, students, and the American public. All other considerations being equal, NEH gives preference to projects that provide free access to the public.

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

Copyright information

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

Acknowledging NEH support

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

Program income

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

NEH Research Misconduct Policy

When you submit your application, you certify that you are subject to and will abide by [NEH's policy on research misconduct](#), as spelled out in [General Terms and Conditions for Awards to Organizations \(for grants and cooperative agreements issued January 1, 2022 or later\)](#). If NEH chooses your project for funding, you must provide a copy of your research misconduct policy.

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

Anti-Harassment Policy

The prospective recipient certifies, by submission of this application, that it maintains an anti-sexual harassment policy that complies with applicable federal civil rights laws and regulations, the coverage and grievance procedures of which extend to NEH-funded fellows. The prospective recipient further certifies that it will provide a copy of its anti-sexual harassment policy to NEH-funded fellows at or before the time they begin their fellowships.

Principles of Civility for Professional Development Programs

NEH expects that project directors will encourage an ethos of openness and respect, upholding the basic norms of civil discourse. Presentations and discussions involving NEH-funded fellows should be:

- firmly grounded in rigorous scholarship, and thoughtful analysis;
- conducted without partisan advocacy;
- respectful of divergent views;
- free of ad hominem commentary; and
- devoid of ethnic, religious, gender, disability, or racial bias.

Eliminate waste, fraud, and abuse

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

Termination

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

3. Reporting

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

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

NEH encourages you to send copies of books resulting from research supported by NEH awards and to update the “Products and Prizes” tab in eGMS Reach with publications or prizes resulting from NEH support.

NEH encourages FPIRI funded fellows to submit post-fellowship evaluations. Fellows may submit evaluations directly to NEH at any time via this form:
<https://securegrants.neh.gov/Misc/CentersEvaluation.aspx>.

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

G. Agency Contacts

If you have questions about the program, contact:

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

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

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

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

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

[Federal Service Desk](#)

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

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

[Grants.gov Applicant Support](#)

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

Always obtain a case number when calling for support.

H. Other Information

Related funding opportunities

The [Division of Research Programs](#) offers several programs that support research by individuals: [Fellowships](#), [NEH-Mellon Fellowships for Digital Publication](#), [Fellowships for Advanced Social Science Research on Japan](#), [Summer Stipends](#), [Dynamic Language Infrastructure - Documenting Endangered Languages Fellowships](#), the [Public Scholars program](#), and Awards for Faculty at [Hispanic-Serving Institutions](#), [Historically Black Colleges and Universities](#), and [Tribal Colleges and Universities](#).

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 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.