



NATIONAL ENDOWMENT FOR THE HUMANITIES

Notice of Funding Opportunity

Funding Opportunity Title: Humanities Collections and Reference Resources

Funding Opportunity Number: 20220719-PW

Funding Opportunity Type: New

Federal Assistance Listing Number: 45.149

Application Deadline: July 19, 2022

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

Division of Preservation and Access
Telephone: 202-606-8570
Email: preservation@neh.gov
Federal Relay: 800-877-8399

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

Executive Summary

The National Endowment for the Humanities (NEH) Division of Preservation and Access is accepting applications for the Humanities Collections and Reference Resources program. This program supports projects that provide an essential underpinning for scholarship, education, and public programming in the humanities. It strengthens efforts to extend the reach of humanities collections and make their intellectual content widely accessible. Awards also support the creation of reference resources that facilitate the use of cultural materials, from works that provide basic information quickly to tools that synthesize and codify knowledge of a subject for in-depth investigation.

Funding Opportunity Title	Humanities Collections and Reference Resources
Funding Opportunity Number	20220719-PW
Federal Assistance Listing Number	45.149
Optional Draft Deadline	June 7, 2022, 11:59 p.m. Eastern Time
Application Deadline	July 19, 2022, 11:59 p.m. Eastern Time
Anticipated Announcement	April 2023
Anticipated FY 2023 Funding	Approximately \$7,500,000
Estimated Number and Type of Award	Approximately 35 grants
Award Amounts	Foundations: up to \$50,000 (plus \$10,000 for inter-institutional activities) Implementation: up to \$350,000
Cost Sharing/Match Required	No
Period of Performance	Foundations: up to two years Implementation: up to three years Projects may start as early as June 1, 2023, and as late as September 1, 2023.
Eligible Applicants	<ul style="list-style-type: none"> • U.S. nonprofit organizations with 501(c)(3) tax-exempt status • public and 501(c)(3) accredited institutions of higher education • state and local governmental agencies • federally recognized Native American tribal governments <p>See C. Eligibility Information for additional information.</p>
Program Resource Page	https://www.neh.gov/grants/preservation/humanities-collections-and-reference-resources
Published	April 7, 2022

Table of Contents

A. Program Description	1
1. Purpose.....	1
2. Background.....	3
B. Federal Award Information.....	4
1. Type of Application and Award	4
2. Summary of Funding.....	4
C. Eligibility Information.....	4
1. Eligible Applicants	4
2. Cost Sharing.....	5
3. Other Eligibility Information	5
D. Application and Submission Information	6
1. Application Package	6
2. Content and Form of Application Submission.....	6
3. Unique Entity Identifier and System for Award Management.....	29
4. Submission Dates and Times	30
5. Intergovernmental Review	30
6. Funding Restrictions	30
E. Application Review Information.....	31
1. Review Criteria.....	31
2. Review and Selection Process.....	31
3. Assessment of Risk and Other Pre-Award Activities	33
4. Anticipated Announcement and Award Dates.....	33
F. Federal Award Administration Information	33
1. Federal Award Notices	33
2. Administrative and National Policy Requirements	33
3. Reporting	35
G. Agency Contacts.....	36
H. Other Information.....	36

A. Program Description

1. Purpose

This notice solicits applications for the Humanities Collections and Reference Resources program (HCRR).

HCRR advances scholarship, education, and public programming in the humanities by helping libraries, archives, museums, and historical organizations across the country steward important collections of books and manuscripts, photographs, sound recordings and moving images, archaeological and ethnographic artifacts, art and material culture, and digital objects. The program strengthens efforts to extend the reach of such materials and make their intellectual content widely accessible. Awards also support the creation of reference resources that facilitate the use of cultural materials, from works that provide basic information quickly to tools that synthesize and codify knowledge of a subject for in-depth investigation.

Projects may address the holdings or activities of a single institution or may involve partnerships between organizations. Collaboration between humanities experts and information professionals is essential to broaden the scope of, and audiences for, proposed collections or reference resources. You should design a project that facilitates sharing, exchange, and the interoperability of humanities information and products, as well as ensures their long-term availability. Projects should expand participation in cultural heritage and promote engagement with primary sources.

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

See [E1. Review Criteria](#) for criteria used to evaluate applications under this notice.

Funding categories

The HCRR program includes two funding categories: Foundations and Implementation. Successful completion of a Foundations project is not a prerequisite for Implementation support in this program. While Foundations award recipients may choose to apply later for an Implementation award, they are not required to do so.

Foundations

Foundations awards support planning, assessment, and pilot activities that incorporate cross-disciplinary expertise in the formative stages of preserving and creating access to humanities collections or producing reference resources. Drawing upon the cooperation of humanities scholars and technical specialists, these projects might include efforts to initiate intellectual control of collections, to solidify collaborative frameworks and strategic plans for complex digital reference resources, or to produce preliminary versions of online collections or resources. Experts may be humanities scholars, archivists, curators, librarians, preservation specialists, and other information professionals, depending on your goals.

Foundations awards may be used to address one or a combination of the following activities:

- analyzing and evaluating the humanities content strengths, intellectual control requirements, and preservation needs of significant humanities collections, including the development and distribution of collection-level descriptive information (projects to process or catalog collections at more detailed levels should apply instead for an

Implementation award);

- identifying and prioritizing humanities materials for digitization, developing project-specific selection criteria, evaluating technical requirements for digital preservation and access, reformatting test-bed items, and/or exploring third-party service arrangements;
- developing plans and protocols to ensure the preservation of digital humanities content (previously digitized or born digital), which could include preliminary testing and evaluation of institutional and/or distributed digital repository systems; or
- creating editorial plans, locating and assembling resources, devising strategies for technological and programmatic sustainability, and producing content exemplars for reference resources such as encyclopedias, databases, virtual archives, etymological dictionaries, or online atlases.

Foundations projects' first stages—for example, initial collections appraisal and accessioning for archival materials, conceptualization of scope and audience for reference resources, or consortium partner contact and cooperation—should be complete at the time of application. Any inter-institutional partnerships should be in place at the time of application.

Partnership opportunity

In order to enhance access to humanities collections held by smaller institutions, Foundations applicants may request an additional \$10,000 (for a total of \$60,000) to support *inter-institutional* planning and pilot activities. Applicants may be small institutions proposing to work with a larger repository or larger institutions proposing to collaborate with one or more smaller partners. In either case, applicants must demonstrate that each participating institution is fully engaged in the project and is an equal stakeholder in its outcomes. Partnerships might be especially well suited for community-based cultural heritage initiatives but are not limited in geographic or topical scope.

Implementation

Implementation awards may address one or more of the following humanities activities:

- arranging and describing archival and manuscript collections;
- cataloging collections of printed works, photographs, recorded sound, moving images, art, and material culture;
- digitizing and reformatting collections;
- preserving and improving access to born-digital sources, including updating existing digital resources;
- developing databases, virtual collections, other digital resources, or project-specific tools to codify information on a subject or to provide integrated access to selected humanities materials;
- creating encyclopedias;
- preparing linguistic resources, such as historical and etymological dictionaries, corpora, and reference grammars (separate funding is available for [endangered language projects](#) in partnership with the National Science Foundation); and
- producing resources for spatial analysis and representation of humanities data, such as atlases and geographic information systems (GIS).

Because ensuring the longevity of humanities sources is critical to enabling their ongoing use, applicants may request support for implementing preservation measures—such as rehousing, item-level stabilization, and conservation treatment—in the context of projects that also create or enhance access to humanities collections.

2. Background

This program is authorized by [20 U.S.C. § 956, et seq.](#) Awards are subject to [2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#), and the [General Terms and Conditions for Awards to Organizations \(for grants and cooperative agreements issued January 1, 2022 or later\)](#).

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

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

[Learn more about NEH.](#)

NEH Initiatives

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

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

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

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

In addition to the above special initiative, NEH encourages projects that include Native American organizations and communities as lead applicants and project partners.

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 \$50,000 for Foundations awards and up to \$350,000 for Implementation awards. In order to enhance access to humanities collections held by smaller institutions, Foundations applicants may request an additional \$10,000 (for a total of \$60,000) to support *inter-institutional* planning and pilot activities.

Approximately \$7,500,000 is expected to be available to fund 35 recipients.

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

Period of performance

The period of performance is up to two years for Foundations awards and up to three years for Implementation awards. Projects may start as early as June 1, 2023, and as late as September 1, 2023.

The period of performance must start on the first day of the month.

C. Eligibility Information

1. Eligible Applicants

Eligible applicants must be established in the United States or its jurisdictions and be one of the following:

- a [nonprofit organization with 501\(c\)\(3\) tax-exempt status](#)
- an [accredited institution of higher education](#) (public or 501(c)(3))
- a unit of state or local government
- a [federally recognized Native American tribal government](#)

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

Applicants must not function solely as a fiscal agent for another entity and must make substantive contributions to the success of the project.

2. Cost Sharing

Cost sharing is not required in this program, unless federal matching funds are requested.

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

Required cost sharing includes third-party non-federal gift money that must be raised to release federal matching funds. Applicants requesting federal matching funds must raise dollar-for-dollar cash contributions from nonfederal third parties and have them certified by NEH before the funds are released (see the [NEH Federal Matching Funds Guidelines](#)). Federal matching funds are typically distributed on an annual basis over the life of the award.

Applicants may contribute voluntary cost share to projects in which the total costs exceed the amount awarded by NEH. Voluntary cost share includes:

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

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

Learn about [types of funding offered by NEH](#).

3. Other Eligibility Information

Eligible applicants may submit multiple applications for separate and distinct projects under this notice. Collaborating organizations may be included as participants in multiple proposals.

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

Prior NEH award recipients may request support for a new or subsequent stage of the same project. NEH will assess these applications using the [same criteria](#) as others in the current competition.

Per [2 CFR § 200.403\(f\)](#), overlapping project costs across multiple applications for federal funding and/or approved federal award budgets are not allowed. However, applicants may seek funding for **complementary** aspects of the same overall project. NEH may disallow costs or reject applications with overlapping project costs. An individual's level of effort cannot exceed 100% across all active federally funded awards.

NEH does not make awards to other federal entities or to applicants whose projects are so closely intertwined with a federal entity that the project takes on characteristics of the federal entity's own authorized activities. Applicants may use funds from, or sites and materials controlled by, other federal entities in their projects. Such resources may not be used as gifts to release NEH matching funds.

NEH does not provide financial assistance to foreign institutions or organizations. Nevertheless, otherwise eligible American institutions may apply for collaborative projects involving U.S. and foreign organizations provided they do not use NEH funds for the purpose of issuing subawards to any foreign organization, as defined in [2 CFR §§ 200.1](#) and [.331\(a\)](#). Eligible applicants may obtain the services of foreign individuals and consultants to carry out various programmatic activities on a fee-for-service basis, as specified in [2 CFR § 200.459](#) and secure vendor contracts such as in-country transportation services. If you are interested in submitting an application for a project involving international collaboration, consult with program staff.

Except for the rare cases covered by NEH's [late submission policy](#), applications must be received by the deadline. Incomplete, nonresponsive, or ineligible applications will not be considered for funding under this notice. Applications must adhere to specified page limits and formatting requirements or they will not be reviewed. See the [Application Components Table](#).

D. Application and Submission Information

1. Application Package

You must apply using Grants.gov Workspace or a Grants.gov system-to-system solution. You can find this funding opportunity in Grants.gov under number 20220719-PW. There is also a link on the [program resource page](#).

Once you have located the funding opportunity in Grants.gov, the application package can be found 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 preservation@neh.gov to request a paper copy of this notice.

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

2. Content and Form of Application Submission

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

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

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

You must submit all required and relevant conditionally required components. Applications missing any required or relevant conditionally required components will be considered incomplete and rejected from further consideration.

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

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

You must abide by the page limits and formatting instructions in this notice. **Applications that exceed page limits or violate formatting instructions will be considered nonresponsive and rejected from further consideration.**

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

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

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

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

Application Component Table

Application Component	File Name	Designation	Page limits
Grants.gov forms			
SF-424 Application for Federal Assistance - Short Organizational		Required	
Supplementary Cover Sheet for NEH Grant Programs		Required	
Project/Performance Site(s) Location Form		Required	
Research and Related Budget Attachments Form		Required	
Certification Regarding Lobbying		Conditionally required	
Standard Form-LLL "Disclosure of Lobbying Activities"		Conditionally required	
Attachments			
1: Narrative	narrative.pdf	Required	Foundations: 10 Implementation: 15 (mandatory)
2: History of awards	awardhistory.pdf	Conditionally required	1 page (suggested)
3: Project deliverables	deliverables.pdf	Required	
4: Work plan	workplan.pdf	Required	
5: List of project personnel	personnel.pdf	Required	
6: Résumés for key personnel	resumes.pdf	Required	2 pages each (suggested)
7: Letters of commitment and support	letters.pdf	Conditionally required	
8: Additional supporting documentation	documentation.pdf	Recommended	
9: Subrecipient budget(s)	subrecipient.pdf	Conditionally required	
10: Federally negotiated indirect cost rate agreement	agreement.pdf	Conditionally required	
11: Explanation of delinquent federal debt	delinquentdebt.pdf	Conditionally required	

Narrative

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

You must limit the narrative for Foundations applications to ten single-spaced pages; limit the narrative for Implementation applications to fifteen single-spaced pages. All pages should have one-inch margins and the font size should be no smaller than eleven point. Do not include an executive summary or a table of contents. You may include images, charts, diagrams, footnotes, and endnotes if they fit within the page limit.

Organize your narrative using the following section headings. Each section aligns with corresponding [review criteria](#).

Significance (aligns with [review criterion 1](#))

Justify the importance of the project on the basis of its long-term benefits to research, education, or public programming in the humanities. Discuss the central humanities themes, questions, or disciplines to be addressed.

For Foundations projects involving humanities collections, describe the nature and importance of the sources that would be the focus of assessment or planning and include examples of materials to be used in any pilot efforts. For Implementation projects involving humanities collections, describe the selection criteria, nature, size, and intellectual content of the selected collections; explain how they relate to similar collections, both within and external to your organization. Discuss the rationale for focusing on these particular sources.

For Foundations applicants proposing reference resources, provide a clear conceptual vision of the scope and contents of the eventual product and its relationship to other pertinent works or tools. For Implementation applicants proposing reference resources, define the selection criteria and explain how your project relates to existing resources. Demonstrate what this work or tool would provide that other resources cannot.

All applicants must discuss actual and anticipated use of the collection or reference work. Identify the audience(s) that the project would serve. Document use, when possible, through examples of outcomes such as scholarly publications, educational activities, exhibitions, or media programming.

History, scope, and duration (aligns with [review criteria 1 and 4](#))

Provide a concise history of the project, including information about preliminary research and planning, financial support already received, and resources or research facilities available; if relevant, describe the goals of the larger initiative of which it is a part. If an Implementation project would take more than three years to complete, describe the scope and duration of the entire initiative, as well as the specific accomplishments or final products intended for this period of performance.

List any project-specific products or publications to date in print or digital form. When appropriate, indicate print runs, sales, and royalties relating to publications; in the case of online products, include the URL and provide user analytics. If the project has been previously supported by NEH, compare the accomplishments in the current or past period of performance with the intended goals. For applicants proposing to continue work on long-standing reference resources, describe how the project has adapted to or envisions incorporating changes in technology and user expectations.

Methodology and standards (aligns with [review criteria 2 and 6](#))

Explain how you would execute the project and how it would conform to appropriate national standards and accepted professional practices. If your methodology departs from usual standards and procedures, explain why the project requires such an approach and how the results would be interoperable with other relevant resources.

Discuss any intellectual property or privacy issues that might affect the availability of collections or the dissemination of reference resources. Describe how intellectual property and privacy issues would be addressed in the course of the project and provide documentation of applicable permissions, donor agreements, licenses, or proofs of informed consent in [Attachment 8: Additional supporting documentation](#).

Consistent with NEH's [policy on providing access to NEH-funded products](#), recipients should provide access to all products through the internet, on-site use, interlibrary loan, or duplication of materials at cost, insofar as the condition of the materials and intellectual property rights allow. Explain how you might leverage open access online resources and use Creative Commons licenses, as possible and appropriate.

If your project fits one of the descriptions below, address the following, as relevant.

Projects for planning, assessment, and pilot work (Foundations)

Identify professional standards, research, or precedents that inform the project. Discuss the knowledge and skills that the project requires and explain how you chose the planning team to meet those needs. Describe how the team would gather relevant information and provide copies of any assessment tools in [Attachment 8: Additional supporting documentation](#). Indicate the methods of communication and collaboration you would use and the framework for decision making.

Describe the anticipated final products and outcomes and how these would guide future stages of work. These should be described in the narrative, as well as listed in [Attachment 3: Project deliverables](#). Foundations products could include:

- detailed evaluation reports to guide decision making for preserving and creating access to humanities collections;
- descriptions of prioritized sources and technical requirements for future digitization;
- strategic planning documents for digital preservation efforts; or
- editorial policy, procedure, and scheduling guidelines; tables of contents; and sustainability and dissemination plans for reference resources.

Specify the nature of any testing or modeling efforts and, if possible, provide examples. If you plan to produce and distribute collection information or reference resource content, identify the methods you would use and how you would make the content accessible.

If you are requesting an additional \$10,000 for the "[partnership opportunity](#)," discuss strategies that could lead not only to immediate, project-specific outcomes, but also to enduring engagement between the collaborating institutions. Applicants should describe how ongoing working relationships between partners would be maintained through future implementation phases and beyond. Explain how the project could enrich the broader mission and longer-term vision, goals, and capabilities of each partner.

Projects to preserve humanities collections and make them accessible

Describe the collections' present condition and level of intellectual control. Discuss how the physical materials or digital assets would be organized or reorganized, and how users would discover and access them. Reference pertinent strategies, policies, and procedures for collections stewardship; include information on managing the preservation environment when relevant.

Additionally, provide the following information:

- For archival processing projects, discuss the rationale for the arrangement of the collections and the level of description proposed for the finding aids.
- For cataloging projects, describe the level of detail of the records to be created; the formats, vocabularies, and systems to be used; and the extent to which the records involve original, enhanced, or copy cataloging. Describe how the metadata would be shared and any plans to support its re-use (for example, contributing to aggregated digital platforms or creating an API).
- For digitization projects, quantify the digital objects to be made available; the nature, formats, and quality of the sources from which they would be derived; and the handling and care of original materials during and after reformatting.
- For projects to preserve and provide access to born-digital sources, specify data formats; the current extent of accessibility or obsolescence; and strategies to ensure enduring use, such as migration, emulation, or data harvesting.
- For projects that involve item-level stabilization or conservation treatment, describe the amount, types, and condition of materials to be treated and discuss how access would be enhanced. Justify the chosen approach or method and identify applicable procedures and/or quality control measures. Include treatment proposals and cost estimates prepared by qualified conservators in [Attachment 8: Additional supporting documentation](#).

Projects to create reference works or research tools

Indicate the content, form, and length of entries or citations and describe the editorial procedures for writing entries and verifying information. Include a preliminary list of entries, organized by subject areas or topics, and the instructions provided to contributors in [Attachment 8: Additional supporting documentation](#). For language dictionaries, describe the lexicographical principles you would employ. As applicable, indicate how you would update the work or tool, including the addition of new material and the revision of existing content. If relevant, discuss publishing arrangements, publicity plans, estimated prices, and user costs.

Additional technical considerations for projects creating digital products

If you employ digital technology and methods, indicate the technical specifications to be used and how they would facilitate the project. When relevant, provide the following information:

- the hardware and software you would use or refine (note that for projects that entail software development, applicants are encouraged to use open-source code that should be made publicly available through an online repository);
- preparations for and implementation of data processing (for example, digital capture, data entry, optical character recognition, or conversion from another format);

- production, preservation, and distribution formats (for example, TIFF, JPEG, PDF/A, WAV), levels of resolution, compression, image enhancement, and the accuracy of textual conversion or transcription;
- provisions for ensuring quality control;
- schema for descriptive, administrative, preservation, and technical metadata, as well as the use of controlled vocabularies;
- system(s) used to manage and present digital content, including pertinent features for facilitating end use;
- methods for enhancing discoverability, such as search engine optimization, open data harvesting, and/or inclusion in an aggregated resource such as a digital library, cooperative portal, or clearinghouse; and
- as relevant, procedures for facilitating computational re-use of data for purposes such as text mining, visualization, topic modeling, geo-coding, or other digital methods.

Sustainability of project outcomes and digital content (aligns with [review criterion 4](#))

Describe how you would maintain the project's results beyond the period of performance. Demonstrate institutional commitment to ensuring sustained access to collections or reference resources. For Foundations projects, discuss the next steps that you envision as an outgrowth of the award, and how these would be supported.

As relevant, provide details on digital preservation infrastructure and policies, such as repository system capabilities, storage requirements and capacity, migration or emulation strategies, and collaborative or third-party arrangements.

Outreach (aligns with [review criterion 6](#))

Describe your plans to bring the project to the attention of the relevant communities of users. The HCRR program can support outreach activities within appropriate limits. Your budget may include staff time and other eligible expenses related to disseminating the NEH-funded product. In many cases, the outreach components accomplished during the period of performance would be preparatory and developmental; larger scale dissemination work would more likely occur after the project concludes. Applicants seeking to communicate project results through exhibits or other public humanities programs should consider programs offered by the NEH [Division of Public Programs](#).

Work plan (aligns with [review criteria 3 and 5](#))

Summarize your work plan, providing an overview of what would be accomplished during each stage of the project. Describe activities for each stage and specify the project team members involved. For multi-institutional collaborative projects, discuss the distribution of responsibilities. Provide a detailed version of your work plan in [Attachment 4: Work Plan](#).

Project personnel and advisors (aligns with [review criterion 5](#))

Identify project personnel and advisors, including consultants and/or personnel to be hired, and summarize their duties and relevant qualifications. Specify individual roles and responsibilities as they relate to project activities, the tasks that they would perform, and the aspects of the project they would oversee. Indicate the time they would devote to the project. Provide two-page résumés for key personnel and all consultants as [Attachment 6: Résumés for key personnel](#).

If the project has an advisory board, list the names and affiliations of its members and explain its function. While having an advisory board is not a requirement, many projects benefit from early consultation with scholarly advisers and technical experts.

HCRR projects often broaden participation in cultural heritage stewardship. Discuss how you would include diverse perspectives, including those of any source or heritage communities that are the subjects of projects. As relevant, explain how they would be incorporated in the proposed activities and decision-making. In the case of proposed projects specific to Native American groups and cultural materials, indicate how your staffing plan (and other project components) would facilitate adherence to the NEH [Code of Ethics Relating to Native Americans](#).

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>
Significance	#1
History, scope, and duration	#1, 4
Methodology and standards	#2, 6
Sustainability of project outcomes and digital content	#4
Outreach	#6
Work plan	#3, 5
Project personnel and advisors	#5

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](#). The Research and Related Budget, including the budget justification, correspond to [review criteria 7](#).

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

Required fields are indicated in yellow. Round to the nearest whole dollar amount in all dollar fields. The inclusion of a cost category on the Research and Related Budget does not automatically indicate that an expense is allowable. See [D6. Funding Restrictions](#) to ensure that costs are not disallowed.

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

Do not include voluntary cost sharing on the Research and Related Budget form, but describe it in your [budget justification](#).

All costs, whether supported by NEH funds or required cost sharing contributions, 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](#).

Team members who are playing a leadership role in the project should be included under [A. Senior/Key Person](#). Additional team members should be included under [B. Other Personnel](#). Only personnel employed by the applicant institution should be included in A. and B. Depending on their role on the project, costs for other team members may be included under [F3. Consultant Services](#) or [F5. Subawards/Consortium/Contractual Costs](#).

If you charge indirect costs to the project, ensure that expenses charged to the project as direct costs are not included in your organization's indirect cost. 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 provided 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. Check "project" for budget type.

A. Senior/Key Person

Include personnel who are employed by the applicant institution who will play a leadership role on the project. Do not include collaborators at other institutions or consultants, as they will be included in [F. Other Direct Costs](#).

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

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

If your organization follows an academic calendar, you may differentiate levels of effort by using the academic and summer months columns. If effort remains constant, but your institutional business process requires noting academic and summer months separately, you may use both columns. If your institution does not use a nine-month academic year or 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 person. Per [2 CFR § 200.431](#), fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular 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.

You must claim salaries and wages in compliance with [2 CFR §§ 200.430](#) and [.466](#) and fringe benefits in compliance with [2 CFR § 200.431](#).

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

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

B. Other Personnel

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

Post-doctoral associates, graduate students, and undergraduate students

If applicable, include charges for tuition remission and other forms of compensation paid to students as, or in lieu of, salaries and wages. Such costs are subject to the reporting requirements in [2 CFR § 200.430](#), and must be treated as direct or indirect costs in accordance with the actual work performed. Tuition remission may be charged on an average rate basis.

Secretarial/Clerical

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

- Administrative or clerical services are integral to a project or activity.
- Individuals involved can be specifically identified with the project or activity.
- Such costs are explicitly included in the budget or have prior written approval of the federal awarding agency.
- The costs are not also recovered as indirect costs.

Document how direct charging for secretarial/clerical personnel meets all four conditions in your [budget justification](#). NEH may request additional information to assess allowability.

Additional Other Personnel

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

You must claim salaries and wages in compliance with [2 CFR §§ 200.430](#) and [.466](#) and fringe benefits in compliance with [2 CFR § 200.431](#).

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

C. Equipment Description

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

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

Per [2 CFR § 200.322](#), when acquiring goods, products, or materials with federal award funds, you should prefer goods, products, and materials produced in the United States. You must include the requirements of [2 CFR § 200.322](#) in all subawards, contracts, and purchase orders for work or products under this award.

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

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

The form will calculate total equipment costs.

D. Travel

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

Travel costs must comply with [2 CFR § 200.475](#) and foreign travel must comply with the [General Terms and Conditions for Awards to Organizations \(for grants and cooperative agreements issued January 1, 2022 or later\)](#). 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 support attendance at regularly occurring professional meetings unless the purpose of attending is to disseminate project-related findings.

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

The form will calculate total travel costs.

E. Participant/Trainee Support Costs

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

As defined in [2 CFR § 200.1](#), participant support costs are direct costs for expenses such as stipends, travel allowances, subsistence allowances, and registration fees paid to or on behalf of participants (but not employees) in connection with conferences or training projects.

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

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

The form will calculate total participant support costs.

1. Tuition/Fees/Health Insurance

Leave this field blank.

2. Stipends

Enter the total funds requested for participant stipends.

3. Travel

Enter the total funds requested for participant travel. In your [budget justification](#), name the travelers (if known) and itemize their travel expenses (e.g., roundtrip airfare, mileage or public transportation, related parking, etc.).

4. Subsistence

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

5. Other

Describe other participant support costs (e.g., local ground transportation to venues, admission fees, bottled water, etc.) and enter the total funds requested for the costs described.

Number of Participants/Trainees

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

F. Other Direct Costs

The form will calculate total other direct costs.

1. Materials and Supplies

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

2. Publication Costs

Enter the total funds requested for publication costs. You may request funds for the costs of documenting, preparing, publishing, or otherwise making available to others the findings and

products of the work conducted under the award. Include supporting information in your [budget justification](#).

3. Consultant Services

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

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

4. Automated Data Processing (ADP)/Computer Services

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

If such services are provided by a third-party, include them in [Subawards/Consortium/Contractual Costs](#).

5. Subawards/Consortium/Contractual Costs

Enter the total funds requested (both direct and indirect costs) for activities to be performed by third parties. **Itemize the costs associated with the subaward or contract in your budget justification, using the same categories on the Research and Related Budget. Justify each subrecipient individually.** NEH may request additional information in order to assess reasonableness and allowability. See [2 CFR §§ 200.331](#) and [.332](#).

Per [2 CFR §§ 200.1](#) and [.331\(a\)](#), a subaward is an award provided by a pass-through entity to a subrecipient to carry out part of a federal award. Payments to contractors (as defined in [2 CFR §§ 200.1](#) and [.331\(b\)](#)) or payments to individuals who are beneficiaries of federal programs are not considered subawards.

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

If a subrecipient is claiming indirect costs, include their federally negotiated indirect cost rate agreement in [Attachment 10: Federally negotiated indirect cost rate agreement](#). Subrecipients requesting the de minimis rate are not required to provide an agreement.

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

6. Equipment or Facility Rental/User Fees

Enter the total funds requested for rental/user fees for equipment and facilities.

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

Per [2 CFR § 200.432](#), allowable conference costs include rental of facilities. Rental costs under “less-than-arm's-length” leases are allowable, provided they are consistent with [2 CFR § 200.465\(c\)](#).

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

7. Alterations and Renovations

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

8-10. Other

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

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

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

G. Total Direct Costs

The form will calculate total direct costs.

H. Indirect Costs

Indirect costs are costs that are incurred for common or joint objectives and therefore cannot be readily identified with a specific project or activity of an organization. Indirect costs include such expenses as the depreciation on buildings, equipment, and capital improvement; operations and maintenance expenses; accounting and legal services; and salaries of executive officers.

Indirect costs are computed by applying a federally negotiated indirect cost rate to a distribution base, usually the project’s modified total direct costs (MTDC).

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

Review your institution’s negotiated indirect cost rate(s) to ensure you are using the most appropriate rate for your project. Many institutions of higher education negotiate multiple rates,

such as “research,” “instruction,” and “other sponsored activities.” With rare exceptions, your institution’s “research” rate will not be the appropriate rate for inclusion in your NEH project budget, as this rate 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\(c\)\(1\)](#), federal agencies must use the negotiated rate(s) in effect at the time of the initial award throughout the life of the federal award. Award levels will not be adjusted as a result of changes in negotiated rates. Except as provided in [2 CFR § 200.414](#), when an educational institution does not have a negotiated rate with the federal government at the time of an award (because the educational institution is a new recipient or the parties cannot reach agreement on a rate), the provisional rate at the time of the award must be adjusted once a rate is negotiated and approved by the cognizant agency for indirect costs. If the recipient fails to negotiate an indirect cost rate applicable to the period of performance within the period of performance, indirect costs may be disallowed.

An organization that wishes to include indirect costs in its budget but does not have a federally negotiated indirect cost rate may choose to:

- submit an indirect cost proposal to its cognizant federal agency to negotiate a rate within three months of the effective date (period of performance start date) of the award (subrecipients may negotiate a rate with the recipient consistent with the requirements outlined in [2 CFR § 200.414](#)); or
- charge a de minimis rate of 10% of 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, and as [Attachment 10: Federally negotiated indirect cost rate agreement](#), when applicable.

Indirect Cost Type

Enter the type of indirect cost rate (e.g., other sponsored activities, all programs, instruction, 10% de minimis, 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(s) approved by a federal agency but intend to (re)negotiate, indicate "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 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 requested for each indirect cost type.

Total Indirect Costs

The form will calculate total indirect costs.

Cognizant Federal Agency

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

I. Total Direct and Indirect Costs

The form will calculate total project costs.

J. Fee

Leave this field blank.

K. Total Costs and Fee

Since there is no fee, this 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 the 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 your project includes subawards or contracts, you must justify each separately using the categories on the Research and Related Budget. Include a breakout for each line item of the subaward or contract in your justification.

If applicable, describe voluntary cost share in the budget justification. These costs should not be included on the Research and Related Budget form.

If you are requesting federal matching funds, identify the activities supported by your required cost share, and the source(s) of funding. Refer to the [NEH Federal Matching Funds Guidelines](#) regarding the allowability of gifts for matching purposes.

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

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

A. Senior/Key Person

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

B. Other Personnel

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

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

C. Equipment Description

Detail the number and unit cost for each item, and explain how you arrived at the dollar amounts. Provide vendor quotes or price lists.

D. Travel

For each trip, provide the name of the traveler (if known), explain the purpose of the trip, and specify the points of origin and destination. Break out the costs of transportation, lodging, per diem, and any other expenses associated with the travel. Explain how you arrived at these dollar amounts. All trips—both foreign and domestic—must be justified individually.

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

E. Participant/Trainee Support Costs

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

F. Other Direct Costs

1. Materials and Supplies

Indicate general categories (e.g., personal computers, digital cameras, archival supplies). Provide a total for each category. Itemize categories totaling \$1,000 or more and provide vendor quotes or price lists.

2. Publication Costs

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

3. Consultant Services

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

4. Automated Data Processing (ADP)/Computer Services

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

5. Subawards/Consortium/Contractual Costs

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

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

You will submit a Research and Related budget and budget justification for each subrecipient, which you will include in [Attachment 9: Subrecipient budget\(s\)](#).

6. Equipment or Facility Rental/User Fees

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

7. Alterations and Renovations

Leave this line blank.

8. Other Costs

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

H. Indirect Costs

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; item 3 should be left blank.

5. Applicant Information

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

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

g. Provide your [congressional district](#). For example, if your institution is located in the 5th congressional district of Alabama, enter “AL-005.” If your institution does not have a congressional district (for example, it is in a state or U.S. jurisdiction that does not have districts, or is in a foreign country), 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. NEH reserves the right to retitle funded projects for clarity when announcing its funding decisions and in its own reports and communications, but recipients may use their preferred title for any award products.

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

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

7. Project Director

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

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

8. Primary Contact/Grants Administrator

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

As a matter of NEH policy, the project director named in item 7 must not be the same individual named as the primary contact/grants administrator named in item 8. The role of the project director must be distinct from that of the institutional grants administrator, who functions as the representative of the recipient organization with authority to act on the organization's behalf in matters related to the administration of the award. The institutional grants administrator must sign or countersign financial reports and prior approval requests such as budget revisions, extensions of the period of performance, and changes in key personnel. Similarly, NEH will send official correspondence (for example, an offer letter, award documents, an extension, a supplement, or amendment) to the institutional grants administrator and copy to the project director.

9. Authorized Representative

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

Supplementary Cover Sheet for NEH Grant Programs

1. Project Director

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

2. Institutional Information

Select your institution type from the drop-down menu.

3. Project Funding

Enter the amount of outright and federal matching funds requested, as well as required cost share, if applicable. Do not include voluntary cost share. Learn about different [types of funding](#).

4. Application Information

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

For type of application, check “new.”

Select the 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 project activities will occur during the period of performance.

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

Certification Regarding Lobbying (conditionally required)

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

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

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

Attachments Form

This form accommodates up to fifteen attachments. **Attachments must be in Portable Document Format (.pdf)**. Convert all non-PDF files (i.e., Word, Excel, images, etc.) to PDFs. If an attachment contains multiple documents, merge them into a single file. Be aware that, occasionally, converting a document to PDF may alter its length. Do not attach portfolios containing multiple PDFs. NEH cannot accept security-enhanced PDFs (e.g., password-protection, encryption, digital signatures, etc.). Flatten security-enhanced PDFs before uploading to Grants.gov.

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

Grants.gov may accept and validate your application even if required components are missing or in the incorrect format. However, even if Grants.gov accepts and validates your application, it will be rejected by NEH if it is missing required components or is improperly formatted. It is

your responsibility to ensure that all attachments are within page limits and that all required components are properly formatted, attached, and submitted.

Learn more about [Adobe software compatibility with Grants.gov](https://www.adobe.com/learn/acrobat-reader-compatibility-with-grants) and ensure that your version of Adobe Acrobat Reader can be used to download, complete, and submit your application.

Attachment 1: Narrative (required)

Refer to the prior instructions on preparing your [narrative](#).

Name the file narrative.pdf.

Attachment 2: History of awards (conditionally required)

If the project has received previous support from any federal or nonfederal sources, including NEH, list the sources, dates, and amounts of these funds. If the project has a long history of support, you may group and summarize the sources and contributions. This attachment has a suggested length of one page.

Name the file awardhistory.pdf.

Attachment 3: Project deliverables (required)

Applicants for Foundations projects must list the names of any reports, inventories, documents, or pilot work that would be produced in the process of planning, as relevant:

- evaluation reports to guide decision making for preserving and creating access to humanities collections;
- inventories of prioritized sources and technical requirements for future digitization;
- strategic planning documents for digital preservation efforts; or
- editorial policy, procedure, and scheduling guidelines; tables of contents; and sustainability and dissemination plans for reference resources.

Applicants for Implementation projects must include the following quantitative information, as relevant:

- the total amount of linear feet to be arranged and described;
- the number of finding aids and/or collection-level descriptions to be produced;
- the total number and type(s) of items to be cataloged (for example, books, manuscripts, photographs, broadsides, maps, artworks, artifacts, audio or video tapes or disks);
- the total number and type(s) of items to be digitized;
- the total number of hours of sound recordings or moving images to be preserved and made available (if both types are included in the project, provide separate numbers for each type);
- the total number of individual records or entries to be created for a database, encyclopedia, historical dictionary, or cartographic resource; or
- the number and type of any other quantifiable products expected as a result of the grant.

Name the file deliverables.pdf.

Attachment 4: Work plan (required)

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

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

Name the file workplan.pdf.

Attachment 5: List of project personnel (required)

Include a list of project personnel and collaborators and their institutional affiliations, organized alphabetically by surname. If applicable, include advisory board members, consultants, and authors of letters of commitment and letters of support. NEH will use this list to ensure that the peer reviewers do not have conflicts of interest with proposed projects.

Name the file personnel.pdf.

Attachment 6: Résumés for key personnel (required)

Include résumés for key personnel (suggested length is no more than two pages per person). Include a biographical sketch and letter of commitment or a job description for any individuals who will work on the project but who have not yet been hired.

Name the file resumes.pdf.

Attachment 7: Letters of commitment and support (conditionally required)

Provide letters of commitment from partners, consultants, or others who would work closely with you on your project, receive grant funds, or contribute funds to the completion of project activities.

Provide letters of support that address the project's significance and the program's review criteria by experts in the project's subject area. Authors of letters of support will not participate in the NEH review process. We recommend no more than three letters of support.

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

This attachment is required for Foundations applicants requesting the additional \$10,000 to support inter-institutional planning and pilot activities.

Name the file letters.pdf.

Attachment 8: Additional supporting documentation (recommended)

The following documentation is strongly encouraged, as relevant to the project:

- copies of any tools to be used for assessment of collections (for Foundations applicants);

- sample materials and reports (restrict these to summaries or excerpts where possible; hyperlinks may also be included in the narrative);
- documentation of permissions, donor agreements, licenses, or proofs of informed consent;
- treatment proposals and cost estimates prepared by qualified conservators (for projects that include conservation treatment);
- contractor quotes and equipment specifications; or
- a preliminary list of entries, organized by subject areas or topics, and the instructions provided to contributors (for projects to create reference works or research tools).

Name the file documentation.pdf.

Attachment 9: Subrecipient budget(s) (conditionally required)

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

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

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

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

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

Name the file subrecipient.pdf.

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

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

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

Name the file agreement.pdf.

Attachment 11: Explanation of delinquent federal debt (conditionally required)

If your organization is delinquent in the repayment of any federal debt, provide explanatory information. Provide evidence that you have entered into a repayment agreement with the

Internal Revenue Service, 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](#).

Check your registrations 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. If you fail to allow sufficient time to register, you will not be eligible for a deadline extension or waiver of the online submission requirement.

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

System for Award Management (SAM)

Your organization must register with the [System for Award Management \(SAM\)](#) and maintain active SAM registration with current information at all times during which you have an active federal award or an application under consideration by an agency (unless the applicant is an individual or federal agency that is exempted from those requirements under [2 CFR § 25.110\(b\)](#) or [\(c\)](#), or has an exception approved by the agency under [2 CFR § 25.110\(d\)](#)). SAM will assign your organization a [Unique Entity Identifier](#).

If you have not already done so, you will be required to create a [Login.gov](#) user account to register in SAM. When registering or renewing in SAM, you will review and agree to the Financial Assistance Certifications, as in accordance with [2 CFR § 200.209](#).

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

Grants.gov

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

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

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

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

4. Submission Dates and Times

Drafts

Program officers will review one draft per project if submitted by June 7, 2022, at 11:59 p.m. Eastern Time. Late drafts will not be reviewed.

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 helpful in strengthening their applications. If you choose to submit a draft, send it as an attachment to preservation@neh.gov.

Applications

The deadline for applications under this notice is July 19, 2022, at 11:59 p.m. Eastern Time.

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

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

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

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

5. Intergovernmental Review

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

6. Funding Restrictions

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

- the purchase of collections, including appraisal for acquisition or monetary purposes
- the creation of oral history interview collections
- the restoration of historic structures, the preservation of the built environment, or the

- stabilization of archaeological sites
- the preservation, organization, or description of materials that are not regularly accessible for research, education, or public programming
- the digitization of United States newspapers (applicants interested in such projects should consult the [National Digital Newspaper Program](#))
- the creation of tools and reference works designed *exclusively* for classroom instruction
- scholarly or public conferences (which NEH supports through its [Collaborative Research](#) program)
- the creation of selective compilations of primary sources in print or digital form, when such works are developed primarily as an adjunct to interpretive research (NEH supports such compilations through its [Collaborative Research](#) program)
- the support of projects to document endangered languages (applicants interested in such projects should consult the [Documenting Endangered Languages](#) program)
- GIS projects for civic planning or resource management
- projects focused solely on translation (translation is an allowable component of an HCRR project as long as the work is being conducted in the service of an effort to create access to humanities collections or to produce reference resources.)
- institutional records management
- promotion of a particular political, religious, or ideological point of view
- advocacy of a particular program of social or political action
- support of specific public policies or legislation
- lobbying
- projects that fall outside of the humanities and the humanistic social sciences (including the creation or performance of art; creative writing, autobiographies, memoirs, and creative nonfiction; and quantitative social science research or policy studies)

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

E. Application Review Information

1. Review Criteria

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

1. The project’s significance for supporting scholarly research, education, or public programming in the humanities.

In what ways is the topic/subject matter important? To what extent is the proposed material or reference resource of value, and how? To what extent would the collections/resource either fill an important gap or complement other available materials? For whom is this project significant and in what ways?

(aligns with narrative sections “[Significance](#)” and “[History, scope, and duration](#)”)

2. The soundness of the proposed methodology, including the selection criteria, where applicable, and the project’s adherence to accepted national standards and professional practices, especially those that would contribute to making grant products interoperable with related resources and facilitate their discovery.

To what extent would the project employ best practices in preservation and access? Are the proposed procedures clear and appropriate for achieving the project’s goals? Is the planning

process well explained and sufficiently collaborative, particularly for Foundations projects, where collaboration is strongly encouraged?

(aligns with narrative section “[Methodology and standards](#)”)

3. The specificity and utility of the proposed products and outcomes, and the viability of the project, as indicated by the work plan.

To what extent are the outcomes or “deliverables” clearly identified? Is the project doable within the timeline and with the resources proposed? To what extent is the sequencing of activities appropriate?

(aligns with narrative section “[Work plan](#),” [Attachment 3: Project deliverables](#), and [Attachment 4: Work plan](#))

4. The soundness of plans for sustaining project outcomes, including digital content. For Foundations projects, the appropriateness of the next steps in the undertaking and their likely viability.

To what extent would the collections or resource be made accessible in an ongoing manner, beyond the term of the project? For Foundations projects, to what extent are “next steps” sufficiently clear?

(aligns with narrative sections “[History, scope and duration](#)” and “[Sustainability of project outcomes and digital content](#)”)

5. The qualifications of the project’s staff and suitability of the staffing arrangements.

Are the roles and duties of personnel clear, and are staff appropriately qualified for the work proposed? Are the job descriptions for staff to be hired appropriate for their roles? Are the right kinds of humanities or technical advisors in place in cases where advice might be needed, particularly for Foundations projects, where cross-domain participation is strongly encouraged?

(aligns with narrative sections “[Project personnel and advisors](#)” and “[Work plan](#),” as well as with [Attachment 4: Work plan](#) and [Attachment 6: Résumés for key personnel](#))

6. The quality of the project’s plans for providing access to award products and engaging with relevant audiences.

How effectively would the results of the project reach the intended users and, if presented as a model, other practitioners? How well does the project conform to NEH’s expressed preference for free and open access to materials and tools?

(aligns with narrative sections “[Methodology and standards](#)” and “[Outreach](#)”)

7. The reasonableness of the budget in relation to the activities and the anticipated results.

Would key personnel devote adequate time to the project to achieve its objectives? To what extent does the budget justification demonstrate that the costs are reasonable and necessary?

(aligns with the [budget and budget justification](#) in relation to the project [narrative](#) and [Attachment 4: Work plan](#))

2. Review and Selection Process

NEH staff will review all applications for eligibility, completeness, and responsiveness. Complete applications from eligible applicants will be reviewed by experts in the field with relevant knowledge and expertise in the types of project activities identified in the applications. NEH instructs peer reviewers to evaluate applications according to the [review criteria](#) in this notice. Peer reviewers must comply with federal ethics and conflicts of interest requirements.

NEH staff will comment on matters of fact or on significant issues not addressed by peer reviews, then will make recommendations to the [National Council on the Humanities](#). The National Council meets at least twice annually to advise the NEH Chair. The Chair considers the advice provided by the review process and, by law, makes all funding decisions. [Learn more about the NEH review process](#).

3. Assessment of Risk and Other Pre-Award Activities

NEH will assess applications that receive a favorable review for past performance, as applicable; cost analysis of the project budget; assessment of management systems; continued applicant eligibility; and compliance with any public policy requirements, as well as other considerations.

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

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

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

4. Anticipated Announcement and Award Dates

NEH will notify you of funding decisions by email in April 2023. This is not an authorization to begin performance or incur related costs. You may request evaluations of your proposal by contacting preservation@neh.gov.

F. Federal Award Administration Information

1. Federal Award Notices

The NEH Office of Grant Management will send award documents to recipients through eGMS Reach in May 2023.

2. Administrative and National Policy Requirements

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

Debarment, suspension, ineligibility, and voluntary exclusion certification

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

- The prospective recipient certifies, by submission of this application, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
- Failure to make required disclosures can result in any of the remedies described in [2 CFR § 200.339](#), including suspension or debarment. See [2 CFR 180](#) and [3369](#).
- If the prospective recipient is unable to attest to the statements in this certification, an explanation must be included in [Attachment 11: Explanation of delinquent federal debt](#).

Providing access to NEH-funded products

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

Recipients 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

Recipients may copyright work that is subject to copyright and was developed, or for which ownership was acquired, 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 from grant products in [Humanities](#) magazine or on its website.

Acknowledging NEH support

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

Subrecipient Monitoring Requirements

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

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

Program income

Recipients must use all program income generated as a result of awarded funds for approved project-related activities. The program income alternative applied to awards under this notice will be addition. See [2 CFR § 200.307](#) for post-award requirements for program income.

Coordination of geographic information and related spatial data

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

Eliminate waste, fraud, and abuse

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

Termination

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

3. Reporting

Recipients must complete required reports in eGMS Reach, the NEH online grant management system, unless otherwise instructed. Further information will be provided in the Notice of Action.

- **Federal Financial Report(s).** Recipients must submit the Federal Financial Report (SF-425) on an annual basis.
- **Performance Progress Report(s).** Recipients must submit a performance progress report on an annual basis.
- **Final Reports.** Recipients must submit a final Federal Financial Report (SF-425) and a final performance report within 120 calendar days after the period of performance ends. The final performance report collects information relevant to program specific goals and progress on strategies; impact of the overall project; the degree to which the recipient achieved the mission, goals, and strategies outlined in the approved application; recipient objectives and accomplishments; barriers encountered; and responses to summary questions regarding the recipient's overall experiences during the entire period of performance.
- **Tangible Personal Property Report.** If applicable, recipients must submit the Tangible Personal Property Report (SF-428) and any related forms within 120 calendar days after the period of performance ends. Recipients must report all equipment with an acquisition cost of \$5,000 or more per unit purchased with NEH funds.

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

G. Agency Contacts

If you have questions about the program, contact:

Division of Preservation and Access
National Endowment for the Humanities
400 Seventh Street, SW
Washington, DC 20506
202-606-8570
preservation@neh.gov

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

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

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

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

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

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

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

Always obtain a case number when calling for support.

H. Other Information

Related funding opportunities

Applicants seeking support for initial preservation assessments and other basic steps in collections care should consult the [Preservation Assistance Grants for Smaller Institutions](#) program. Applicants seeking support for the purchase of storage furniture and rehousing collections; improving environmental conditions (including the installation of climate control systems); and installing security, lighting, and fire-prevention systems should consult the [Sustaining Cultural Heritage Collections](#) program. Projects that focus on serving the preservation and access field more generally by developing new standards, practices, methodologies, and workflows for humanities collections are eligible for support through the

[Research and Development](#) program. All of these programs are offered by the [Division of Preservation and Access](#).

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

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

Applicants seeking to upgrade and improve a mature digital project to enhance its long-term functionality, sustainability, and/or accessibility should consider applying for [Infrastructure and Capacity Building Challenge Grants: Digital Infrastructure](#) offered by the [Office of Challenge Programs](#).

Related resources

The HCRR [program resource page](#) provides links to sample application narratives.

Sample standards and best practices

You may find the following resources helpful in planning your project. NEH does not prescribe specific methodologies or standards.

- [Archiving Oral History](#) (Oral History Association, 2019)
- [ARSC Guide to Audio Preservation](#) (Association of Recorded Sound Archivists, Council on Library and Information Resources, and National Recording Preservation Board of the Library of Congress, 2015)
- [Best Practices for Archival Term Position](#) (The Term Labor Best Practices Working Group, 2022)
- [Cataloging Cultural Objects: A Guide to Describing Cultural Works and their Images](#) (Visual Resources Association, 2006)
- [Choosing a Collections Management System](#) (Technical Leaflet 286, American Association for State and Local History, 2019)
- [Code of Best Practices in Fair Use for Academic and Research Libraries](#) (Association of Research Libraries, 2012)
- [Code of Best Practices in Fair Use for the Visual Arts](#) (College Art Association, 2015)
- [Digital Preservation Coalition Technology Publications](#) (Digital Preservation Coalition)
- [Digitization Cost Calculator](#) (Digital Library Federation)
- [Digitization Guidelines](#) (Federal Agencies Digital Guidelines Initiative)
- [A Framework of Guidance for Building Good Digital Collections](#) (National Information Standards Organization, 3rd edition, 2007)
- [Guidelines for Collaboration](#) (Indian Arts Research Center, School for Advanced Research, 2019)
- [Guides to Good Practice](#) (Archaeology Data Services and Digital Antiquity, 2011)
- [International Image Interoperability Framework](#) (IIIF Consortium)

- [Levels of Digital Preservation](#) (National Digital Stewardship Alliance/Digital Library Federation, 2019)
- [Meeting the Challenge of Media Preservation: Strategies and Solutions](#) (Indiana University, Media Preservation Initiative Task Force, 2011)
- [OSSArcFlow Guide to Documenting Born-Digital Archival Workflows](#) (Educopia Institute, 2020)
- [Preservation Leaflets](#) (Northeast Document Conservation Center)
- [Preservation Self-Assessment Program](#) (University of Illinois Libraries, 2016)
- [Professional Practices for Academic Museums & Galleries](#) (Association of Academic Museums and Galleries, 2017)
- [Protocols for Native American Archival Materials](#) (First Archivists Circle, 2007)
- [Socio-Technical Sustainability Roadmap](#) (Visual Media Workshop at the University of Pittsburgh, 2018)
- [Standards at the Library of Congress -- resource description formats, digital library standards](#) (Library of Congress)
- [TEI Guidelines](#) (The Text Encoding Initiative Consortium)
- [Toward a Community of Practice: Initial Findings on Best Practices for Digital Encyclopedias](#), NEH grant white paper (Internet Digital Encyclopedia Alliance, 2011)

Privacy policy

NEH solicits the information in this Notice of Funding Opportunity under the authority of the National Foundation on the Arts and Humanities Act of 1965, as amended, [20 U.S.C. 951, et seq.](#) Disclosure of the information is voluntary. The principal purpose for which NEH will use the information is to process the application, which may include determining eligibility, evaluating the application, selecting recipients, and administering the award program. Panelists and other third parties may assist in the evaluation of applications, in which case NEH will take appropriate security measures with respect to the information provided to such individuals for review. NEH may also use or disclose the information it collects as required by law and for governmental purposes such as statistical research, analysis of trends, Congressional oversight, and the other routine uses set forth in the systems of records notice (“SORN”) published by NEH in the Federal Register. NEH ordinarily will not publicly disclose the contents of applications that NEH does not select for funding, except as set forth in the SORN. Failure to provide the information solicited in this Notice may result in rejection of the application.

Application completion time

The Office of Management and Budget requires federal agencies to supply information on the time needed to complete forms and also to invite comments on the paperwork burden. NEH estimates that on average it takes sixty hours to complete an application. This estimate includes time for reviewing instructions, researching, gathering, and maintaining the information needed, and completing and reviewing the application. Time needed may vary from program to program.

You may send any comments regarding the estimated completion time or any other aspect of this application, including suggestions for reducing the completion time, to the Chief Funding Opportunity Officer at grantmanagement@neh.gov. According to the [Paperwork Reduction Act of 1995](#), no persons are required to respond to a collection of information unless it displays a valid OMB number. The OMB Control Number for this Notice of Funding Opportunity is 3136-0134, expiration date October 31, 2024.