



NATIONAL ENDOWMENT FOR THE HUMANITIES

Notice of Funding Opportunity

Awards for Faculty Institutional Support – HBCUs and TCUs

Funding Opportunity Number: 20240201-HBI

Funding Opportunity Type: Limited Competition

Federal Assistance Listing Number: 45.161

Application Deadlines:
February 1, 2024
May 1, 2024

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

Division of Research Programs
Email: facultyawards@neh.gov
Telecommunications Relay Service: 7-1-1

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

Executive Summary

The National Endowment for the Humanities (NEH) Division of Research Programs is accepting applications for the Awards for Faculty Institutional Support – HBCUs and TCUs Program. This limited competition supports institutions that have one or more faculty or staff member(s) who have been awarded an NEH Awards for Faculty at Historically Black Colleges and Universities or an NEH Awards for Faculty at Tribal Colleges and Universities fellowship in federal fiscal year 2024.

This program strengthens the capacity of HBCUs and TCUs to support humanities research on their campuses through funding for replacement instructors. NEH will provide funding at a fixed rate of \$2,500 per month (full-time equivalent), up to \$30,000. The fixed rate is pro-rated to correspond to the Awards for Faculty fellow’s NEH period of performance and regular institutional load.

Funding Opportunity Title	Awards for Faculty Institutional Support – HBCUs and TCUs
Funding Opportunity Number	20240201-HBI
Federal Assistance Listing Number	45.161
Application Deadlines	February 1, 2024, 11:59 p. m. Eastern Time May 1, 2024, 11:59 p. m. Eastern Time
Anticipated Award Announcements	Late March 2024 (proposals submitted to February deadline) Late June 2024 (proposals submitted to May deadline)
Anticipated FY 2024 Funding	Approximately \$90,000 per deadline
Estimated Number and Type of Awards	Approximately 3 fixed amount awards per deadline
Award Amount	Up to \$2,500 per month (fixed rate full-time equivalent), with a maximum of \$30,000 (dependent on the NEH Awards for Faculty fellow’s work plan and period of performance). See B2. Federal Award Information for details.
Cost Sharing/Match Required	No
Period of Performance	2 to 12 months. The period of performance for this award must be based on the work plan and period of performance of the Awards for Faculty fellowship. See B2. Federal Award Information for details.
Eligible Applicants	Eligibility is limited to HBCUs or TCUs that have faculty or staff who have accepted an NEH Awards for Faculty in federal fiscal year 2024. See C. Eligibility Information for additional information.
Program Resource Page	https://www.neh.gov/program/awards-faculty-institutional-support-hbcus-and-tcus
Published	December 14, 2023

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A. Program Description

1. Purpose

This limited competition supports institutions that have one or more faculty or staff member(s) who have been awarded one of the following NEH awards for individuals in federal fiscal year 2024:

- [Awards for Faculty at Historically Black Colleges and Universities](#)
- [Awards for Faculty at Tribal Colleges and Universities](#)

This program strengthens the capacity of HBCUs and TCUs to support humanities research on their campuses by providing funding to offset costs associated with the Awards for Faculty fellow's temporary leave or reduced course load. Funds may be used to hire replacement instructors for humanities courses that the Awards for Faculty fellow would normally teach. If the fellow's regular duties include administrative roles for which they receive a course release (such as undergraduate advising or chairing a humanities department), funds may also be used to offset those costs.

The courses for which replacement instructors are hired must be humanities courses. The replacement instructors must be humanities experts.

You must reduce the Awards for Faculty fellow's institutional responsibilities as stated in the terms and conditions for the individual award. You may not request funds for months during which the Awards for Faculty fellow has no regular duties (e.g., during summer months for faculty on nine-month contracts).

The following are examples of how institutions could use Awards for Faculty Institutional Support – HBCUs and TCUs funding:

- A faculty member at your institution accepts a fellowship with a period of performance of five full-time months, during which she normally has teaching and administrative responsibilities. You may request up to \$12,500 (\$2,500 per full-time month) to offset the costs of replacements for those responsibilities, since the faculty member will be on leave from the institution full time.
- A faculty member at your institution accepts a fellowship for five half-time months. He normally teaches four courses during that period but will now only teach two. You may request up to \$6,250 (\$1,250 for each half-time month) to offset costs for replacement instructors for the courses that the faculty member will no longer teach.
- A faculty member at your institution accepts a fellowship for eight full-time months. He normally teaches four classes in the first five months, followed by three summer months without teaching or administrative responsibilities. You may request up to \$12,500 (\$2,500 for the months during which the faculty member would normally have been teaching).
- A humanities department chair at your institution accepts a fellowship for five full-time months of NEH support followed by four half-time months. During those nine months, she typically teaches three courses per semester and receives a course release for her

duties as department chair. You may request up to \$17,500 (\$12,500, or \$2,500 per month, for the five full-time months, plus \$5,000, or \$1,250 per month, for the four half-time months).

Outcomes or Outputs

The outcome of this award will be the continuation of humanities teaching and administrative responsibilities affected by a faculty or staff member's accepting an NEH Awards for Faculty. Outputs may include:

- the hiring of replacement instructors to teach specific humanities courses;
- stipends for faculty or staff (other than the Awards for Faculty fellow) for additional teaching or administrative responsibilities during the period of performance;
- the hiring of replacement staff for administrative duties in support of the humanities (such as undergraduate advising or chairing of a department).

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

2. Background

NEH offers this funding opportunity under the authority of [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 \(for grants and cooperative agreements issued January 1, 2022 or later\)](#).

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

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

[Learn more about NEH.](#)

B. Federal Award Information

1. Type of Application and Award

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

2. Summary of Funding

Award amounts

All awards are for the fixed rate of \$2,500 per month (full-time equivalent), with a maximum of \$30,000. You must request funding based on the period of performance and work plan of the

NEH-funded individual award. See the examples in [A.1 Purpose](#) for how these amounts may be calculated.

You may request funds for less than or equal to the number of full-time equivalent months approved for the individual award. You may request funds for months during which the Awards for Faculty fellow has regular teaching or administrative duties, even if the semester starts or ends in the middle of the month. For example, if the fellow would normally teach during a semester that starts on January 5 and ends on May 10, 2024, you may request funding for five months (January through May).

You may not request funds for months during which the Awards for Faculty fellow has no regular teaching or administrative duties. For example, if the fellow holds the NEH individual award in the summer months full time (June and July, during a period when the fellow has no regular teaching or administrative duties), followed by the fall semester, which begins on August 5 and ends on December 10, 2024, you may request replacements funds only for five months (August through December).

See the FAQ on [the program page](#) for more information about fixed amount awards.

NEH will award successful applicants outright funds, which are not contingent on additional funding from other sources.

NEH expects to award approximately \$90,000 among an estimated 3 recipients per deadline.

NEH will not determine the amount available until Congress enacts the final FY 2024 budget. This notice is subject to the availability of appropriated funds and is a contingency action taken to ensure that, should funds become available for this purpose, NEH can process applications and issue awards in a timely manner.

Period of performance

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

The period of performance for this award must be based on the approved period of performance for the NEH Awards for Faculty fellowship awarded in federal fiscal year 2024. The period of performance will overlap, but may not necessarily exactly match, the starting and ending dates of the Awards for Faculty fellow's period of performance.

If you apply for the February 1, 2024, deadline, indicate a project start date between April 1, 2024, and September 1, 2025. You may include activities in January, February, or March, which fall within the allowable period for pre-award costs. If you request costs for January, February, or March, you must apply to this deadline.

If you apply for the May 1, 2024, deadline, indicate a project start date between July 1, 2024, and September 1, 2025. You may include activities in April, May, or June, which fall within the allowable period for pre-award costs.

The end date of your period of performance should be the last day of the final month of the replacement instructor's employment.

Award Milestones

[Per 2 CFR § 200.201\(b\)](#), recipients must meet a “milestone” before receiving payment for a fixed amount award. For this award, the milestone is a semester or academic quarter during which a hired replacement covers an Awards for Faculty fellow’s duties. You may indicate a single milestone for the entire period of performance, or several milestones corresponding to one or more semesters or academic quarters. Your period of performance must include the milestone(s) you specify in the [letter requesting funding](#).

To receive funds, you must submit documentation (which may include the names and brief resumes of replacement instructors, course descriptions, enrollments, or advising loads) about the courses taught or administrative duties assumed. NEH will disburse funds as a reimbursement.

The terms and conditions of the award will include milestone(s) verification and payment structure.

C. Eligibility Information

1. Eligible Applicants

Eligibility is limited to U.S. two- or four-year public or private 501(c)(3) accredited HBCUs or TCUs with one or more faculty or staff members who accept an award in one of the following programs:

- [Awards for Faculty at Historically Black Colleges and Universities](#)
- [Awards for Faculty at Tribal Colleges and Universities](#)

Only the institution employing the Awards for Faculty fellow at the time of the individual’s application deadline (April 12, 2023) is eligible to apply for these funds. If the fellow subsequently moves to a different institution, the original institution may hire replacement instructors corresponding to the fellow’s previously approved period of performance. The fellow’s new institution is not eligible to apply for these funds.

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

2. Cost Sharing

NEH does not require cost sharing in this program.

Cost sharing refers to project costs that are covered with non-NEH funds. You may contribute voluntary cost share if the total project costs exceed the amount awarded by NEH. Voluntary cost share includes:

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

3. Other Eligibility Information

You may submit only one application for each eligible individual award per deadline. You may submit multiple applications under this notice only if multiple individual faculty or staff have eligible individual awards. Each application to this program must be for costs related to a specific individual award. NEH will issue only one institutional award per Awards for Faculty fellow.

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

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

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

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

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 20240201-HBI. There is also a link on the [program resource page](#).

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

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

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

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

2. Content and Form of Application Submission

This limited competition uses a streamlined application process and will not require a narrative or budget. You will complete forms within Grants.gov Workspace and upload other components into the [Attachments Form](#). See the [Application Component Table](#).

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

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

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

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

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

Application Component Table

Application Component	File Name	Designation	Page limit
Attachments			
1: Letter requesting funding	letter.pdf	Required	4 pages (suggested)
2: Explanation of delinquent federal debt	delinquentdebt.pdf	Conditionally required	
Grants.gov forms			
SF-424 Application for Federal Assistance - Short Organizational		Required	
Supplementary Cover Sheet for NEH Grant Programs		Required	
Project/Performance Site(s) Location Form		Required	
Attachments Form		Required	

Application Components: Attachments

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

Attachment 1: Letter requesting funding (required)

The letter must provide:

- The full name, project title, and NEH award number (FAIN) of the faculty or staff member who has accepted an NEH Awards for Faculty at HBCUs or TCUs fellowship in federal fiscal year 2024. To look up an award number, consult [NEH's online query form](#). If you cannot find the award by using the query form, contact facultyawards@neh.gov for assistance.
- The approved NEH period of performance dates of the Awards for Faculty fellow. State the number of months approved for funding and whether the months are full time or part time, and what percentage (e.g., 50%, 75%).
- The Awards for Faculty fellow's regularly assigned institutional teaching, including the number of courses taught per semester or academic quarter and any administrative assignments for which they receive a course release (as applicable). Clearly indicate whether the faculty or staff member has periods of no institutional assignments (such as the summer months).
- A list of the humanities courses the Awards for Faculty fellow would normally teach, and your plans for those courses during the period of performance.
- The names of the replacement instructors, if applicable, or your plan to recruit replacement instructors.
- If applicable, the Awards for Faculty fellow's administrative duties (such as academic advising or chairing of a humanities department) that are part of a regular load, and how those duties would be fulfilled during their temporary leave of absence.
- The name of the dean or department chair responsible for supervising the replacement faculty. They should be listed as project director on the [SF-424 form](#). Instructor supervision is part of regular duties and cannot be compensated by this award.
- The schedule of milestones for the award. You may present the schedule as a table or timeline. Milestones should correspond with the ends of one or more semesters or academic quarters during which the Awards for Faculty fellow will be absent from their regular duties. You may indicate a single milestone for the entire period of performance, or several milestones corresponding to one or more semesters or academic quarters. Funds will be distributed as reimbursements after each milestone.

The letter should not exceed four pages. Name the file letter.pdf.

Attachment 2: Explanation of delinquent federal debt (conditionally required)

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

Name the file delinquentdebt.pdf.

Application Components: Grants.gov Forms

SF-424 Application for Federal Assistance – Short Organizational (Grants.gov form)

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

5. Applicant Information

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

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

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

6. Project Information

a. Provide your project's title. The title should be "Instructor replacement costs for [name of individual award recipient]."

b. Provide a brief description of your project (no more than 1,000 characters, including spaces). This description should include the number of courses or other significant humanities administrative duties for which you are seeking fixed rate replacement costs.

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 and must be based on the Awards for Faculty fellow's period of performance. 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 should be the dean or department chair responsible for supervising the replacement faculty. The project director is responsible for the programmatic aspects and day-to-day management of the proposed project. You must notify the NEH Office of Grant Management immediately if you need to change project directors.

8. Primary Contact/Grant Administrator

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

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

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

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

9. Authorized Representative

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

Supplementary Cover Sheet for NEH Grant Programs (Grants.gov form)

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 total amount requested in outright funds, based on the number of months (full-time fixed rate equivalent) for which you are requesting replacement costs, up to \$30,000.

4. Application Information

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

For type of application, check “new.”

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

Project/Performance Site Location(s) Form (Grants.gov form)

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

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

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

Attachments Form (Grants.gov form)

You will upload your [Attachments](#) to Grants.gov using this form. The form accommodates up to fifteen attachments. **Attachments must be in Portable Document Format (.pdf).** Convert all non-PDF files (i.e., Word, Excel, images) to PDFs. If an attachment contains

multiple documents, merge them into a single file, not a PDF portfolio. Be aware that, occasionally, converting a document to PDF may alter its size. Do not attach files that have been password-protected, encrypted, or digitally signed. You must remove all such security features before attaching your files. Failure to do so may result in your application being rejected.

Do not attach portfolios containing multiple PDFs.

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

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

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

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

3. Unique Entity Identifier and System for Award Management

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

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

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

Login.gov

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

System for Award Management (SAM)

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

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

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

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

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

Grants.gov

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

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

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

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

4. Submission Dates and Times

The two deadlines for applications under this notice are:

- February 1, 2024, at 11:59 p.m. Eastern Time.
- May 1, 2024, at 11:59 p.m. Eastern Time.

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

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

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

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

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

5. Intergovernmental Review

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

6. Funding Restrictions

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

- activities other than those directly related to the fellow being on leave from the institution either part or full time due to holding an Awards for Faculty award
- costs for courses outside the humanities
- costs for instructors who do not have primary expertise in the humanities
- non-instructional costs, including costs related to committee work or other service work, with the exception of substantial administrative responsibilities that form part of the NEH fellow's regular institutional load (e.g., assigned undergraduate student advising or the chairing of a department)
- costs for activities performed by federal entities or personnel
- promotion of a particular political, religious, or ideological point of view
- advocacy of a particular program of social or political action
- support of specific public policies or legislation
- lobbying
- projects that fall outside of the humanities; the creation or performance of art; creative writing, autobiographies, memoirs, and creative nonfiction; policy studies; and social science research that does not address humanistic questions and/or utilize humanistic methods

Applications including unallowable costs or activities may be judged nonresponsive and returned without review.

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

E. Application Review Information

1. Review and Selection Process

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

2. Assessment of Risk and Other Pre-Award Activities

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

OGM may request that you submit additional programmatic or administrative information or undertake certain activities in anticipation of an award. Such requests do not guarantee that NEH will make an award.

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

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

3. Anticipated Announcement and Award Dates

NEH will notify applicants of funding decisions by email in late March 2024 (for the February deadline) or late June 2024 (for the May deadline). This notification is not an authorization to begin performance or incur related costs.

F. Federal Award Administration Information

1. Federal Award Notices

If NEH selects your application for an award, the NEH Office of Grant Management will send award documents to the institutional grant administrator and project director through eGMS Reach approximately two months after the deadline.

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

2. Administrative and National Policy Requirements

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

Debarment, suspension, ineligibility, and voluntary exclusion certification

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

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

If you cannot attest to the statements in this certification, explain why not in [Attachment 2: Explanation of delinquent federal debt](#).

Providing access to NEH-funded products

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

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

Copyright information

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

Acknowledging NEH support

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

Program income

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

Eliminate waste, fraud, and abuse

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

Termination

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

3. Reporting

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

1. **Final Reports.** You must submit a final Federal Financial Report (SF-425) and a final performance report within 120 calendar days after the period of performance ends. The final

performance report collects information relevant to progress on program-specific goals; impact of the overall project; the degree to which you achieved the mission, goals, and strategies outlined in the approved application; your objectives and accomplishments; barriers encountered; and your overall experiences during the period of performance.

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

G. Agency Contacts

If you have questions about the program, contact:

Division of Research Programs
National Endowment for the Humanities
400 Seventh Street, SW
Washington, DC 20506
facultyawards@neh.gov

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

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

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

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

[Federal Service Desk](#)

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

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

[Grants.gov Applicant Support](#)

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

Always obtain a case number when calling for support.

H. Other Information

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.