



## **Notice of Funding Opportunity**

### **Institutes for Advanced Topics in the Digital Humanities**

Funding Opportunity Number: 20250213-HT

Funding Opportunity Type: New

Federal Assistance Listing Number: 45.169

### **Application Deadline: February 13, 2025**

Applicants to NEH for awards with expected issuance dates on or after October 1, 2024, should be aware of revisions to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200) effective from that date. All NEH awards issued on or after October 1, 2024, will be subject to the revised regulations. You may incorporate these changes into your applications now. Additional information is available at <https://www.neh.gov/grants/manage/2024-Revisions-to-2-CFR-200>.

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.

Office of Digital Humanities

Email: [odh@neh.gov](mailto:odh@neh.gov)

Telecommunications Relay Service: 7-1-1

OMB control number 3136-0134, expiration date October 31, 2027

## Executive Summary

The National Endowment for the Humanities (NEH) Office of Digital Humanities is accepting applications for the Institutes for Advanced Topics in the Digital Humanities program. The program supports national or regional (multistate) training programs for scholars, humanities professionals, and advanced graduate students to broaden and extend their knowledge of digital humanities. Through this program, NEH seeks to increase the number of humanities scholars and practitioners using digital technology in their research and to broadly disseminate knowledge about advanced technology tools and methodologies relevant to the humanities.

Funding Opportunity Title	Institutes for Advanced Topics in the Digital Humanities
Funding Opportunity Number	20250213-HT
Federal Assistance Listing Number	45.169
Deadline for Optional Draft	December 12, 2024, 11:59 p.m. Eastern Time
Application Deadline	February 13, 2025, 11:59 p.m. Eastern Time
Anticipated Award Announcement	August 2025
Anticipated FY 2025 Funding	Approximately \$850,000
Estimated Number and Type of Awards	Approximately 5 grants
Award Amounts	Up to \$250,000
Cost Sharing/Match Required	No
Period of Performance	Up to 36 months. Projects must start between October 1, 2025, and September 1, 2026.
Eligible Applicants	<ul style="list-style-type: none"> <li>• nonprofit organizations recognized as tax-exempt under section 501(c)(3) of the Internal Revenue Code</li> <li>• accredited institutions of higher education (public or nonprofit)</li> <li>• state and local governments and their agencies</li> <li>• federally recognized Native American Tribal governments</li> </ul> <p>See <a href="#">C. Eligibility Information</a> for additional information.</p>
Program Resource Page	<a href="https://www.neh.gov/grants/odh/institutes-advanced-topics-in-the-digital-humanities">https://www.neh.gov/grants/odh/institutes-advanced-topics-in-the-digital-humanities</a>
Pre-Application Webinar	Pre-recorded webinars will be posted to the program resource page by December 2, 2024, 5:00 p.m. Eastern Time.
Published	November 25, 2024

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# A. Program Description

## 1. Purpose

The Institutes for Advanced Topics in the Digital Humanities (IATDH) program supports national or regional (multistate) training opportunities for scholars, humanities professionals, and advanced graduate students to broaden and extend their knowledge of digital humanities. Through this program, NEH seeks to increase the number of humanities scholars and practitioners using digital technology in their research and to broadly disseminate knowledge about advanced technology tools and methodologies relevant to the humanities.

The IATDH program funds institutes that:

- share ideas and methods that advance humanities research and teaching through the use of digital technologies by bringing together humanities scholars and digital technology specialists from different disciplines
- introduce digital humanities topics to scholars who lack digital expertise, resources, or capacity in their home institutions
- encourage reflection on, and the interpretation and analysis of, new digital media, multimedia, and text-based computing technologies, as well as their integration into humanities scholarship and teaching
- build inclusive communities of inquiry and contribute to participants' intellectual vitality and professional development
- teach current and future generations of humanities scholars to ethically design, develop, and use digital tools and environments for scholarship
- devise and apply new and creative uses for technology that offer valuable models for research in the humanities and sharing these methodologies and approaches with scholars and teachers
- consider how digital scholarship and tools can enhance access and create more equitable and inclusive approaches to community engagement, including for people of color and others who have been historically underserved and marginalized

This program aims to bring together humanities scholars, advanced graduate students, librarians, archivists, museum staff, computer scientists, information specialists, and others to learn about new tools, approaches, and technologies, and to foster relationships for future collaborations in the humanities. NEH encourages you to develop proposals for multidisciplinary teams that include the necessary range of intellectual, technical, and practical expertise. You may draw partners and collaborators from outside of your institution, from the private and public sectors, and may include appropriate specialists from within and outside the United States. You should consider the practical applications of the institute topic and the ethical implications of its subject for humanities research, teaching, or public programming.

You must host your institutes in the United States or its jurisdictions and must provide facilities for scholarship and collegial interaction. Host organizations include, but are not limited to, colleges, universities, learned societies, centers for advanced study, libraries or other repositories, as well as cultural or professional organizations.

There is wide latitude in the content, form, and audiences of institutes. They may focus on a particular computational method, such as network or spatial analysis, or target the needs of a particular humanities discipline or audience. You could offer it only once or multiple times to

different audiences or cohorts. They may be as short as a few days or as long as six weeks. You may host it at a single site, multiple sites, or virtually. The format and duration should allow for full and thorough treatment of the topic and be appropriate for the intended audience. The institute's topic may be targeted for novice audiences or be for participants with some background and expertise in the proposed topic. All participants must be engaged in the same format simultaneously unless modifications are needed for accessibility accommodations.

You may schedule your institutes before or after regularly occurring scholarly meetings, during the summer months, or during appropriate times of the academic year. You may include compensation and travel expenses for the institute faculty and staff as well as stipends and/or travel expenses to the participants in your budget, as appropriate.

Institutes may address a wide range of topics, such as, but not limited to:

- digital scholarly communication and publishing
- advanced geospatial applications
- artificial intelligence and its appropriate use in text, sound, or image analysis
- physical computing, such as three-dimensional printing and wearable computing, and its implications for humanities research and public engagement
- immersive and virtual environment design for humanities research, or for computer gaming or simulations as applied to the humanities
- data design and visualization of humanities topics and research
- creative approaches to implementing digital humanities methods at institutions with specific needs, such as community colleges, liberal arts colleges, or minority-serving institutions
- innovative approaches for engaging public audiences with digital humanities
- high-performance computing or supercomputing applicable for humanities research and teaching
- critical algorithm studies
- analysis of and research on the impact of digital media and culture on society, including the intersection of digital methodologies and race, gender, class, and ability

You may consider working with the [National Library of Medicine](#) at the National Institutes of Health. If you are interested in working with the National Library of Medicine you must contact Jeffrey Reznick, History of Medicine Division, National Library of Medicine, at [jeffrey.reznick@nih.gov](mailto:jeffrey.reznick@nih.gov) and include a letter of commitment in your application.

**Your budget must not include costs to support federal agencies or employees in any capacity** (for example, fees paid to or travel expenses for NIH staff).

If NEH funds your project, you must submit a “lessons learned” white paper. See [E3. Reporting](#). See [D6. Funding Restrictions](#) for unallowable activities. Applications unrelated to the purpose of this program or that include unallowable costs or activities may be judged nonresponsive and returned without review.

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

## Program Outputs and Outcomes

The outputs of a successful Institutes for Advanced Topics in the Digital Humanities award may include, but are not limited to:

- A cohort of humanities scholars and practitioners trained to use digital technology in their research
- Related curriculum and open educational resources that were developed for and used in the professional development opportunity

The outcomes of a successful IADTH project will be an increase the number of humanities scholars and practitioners using digital technology in their research and broad dissemination of knowledge about advanced technology tools and methodologies relevant to the humanities.

Describe your project's outcomes and outputs in the "Impact and evaluation" section of the Narrative attachment. If you receive an award, NEH will assess your performance based on the outputs you identify in the proposal. See [F3. Reporting](#).

## 2. Background

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

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

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

[Learn more about NEH.](#)

## NEH Areas of Interest

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

NEH encourages projects that include Native American organizations and communities as applicants and project partners.

## American Tapestry: Weaving Together Past, Present, and Future

[American Tapestry: Weaving Together Past, Present, and Future](#) is a wide-ranging special initiative at NEH that leverages the humanities to tackle some of the most pressing challenges of our time: strengthening our democracy, advancing equity for all, and addressing our changing climate. The initiative encourages humanities projects that elevate the role of civics in schools

and public programs, advance knowledge of the country's history and political institutions, and examine threats to its democratic principles. The initiative also encourages projects that explore the untold stories of historically underrepresented groups and build capacity at cultural and educational institutions to benefit underserved communities. Finally, the initiative welcomes projects that promote research into the historical roots and cultural effects of climate change and support the cultural and educational sectors in building climate resilience. By supporting humanities projects that align with these three themes – strengthening our democracy, advancing equity for all, and addressing our changing climate – the *American Tapestry* initiative seeks to tell our country's history in all its complexity and diversity.

## **United We Stand: Connecting Through Culture**

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

NEH especially welcomes projects that study antisemitism and/or Islamophobia in the context of the digital age and specifically the spread of online antisemitism and/or Islamophobia.

## **NEH's Support for the Federal Indian Boarding School Initiative**

As a part of [NEH's partnership with the Department of the Interior on the Federal Indian Boarding School Initiative](#), NEH encourages projects that further public understanding and knowledge of the Federal Indian boarding school system. From 1819 through the 1970s the government of the United States operated a system of schools for Native American, Alaska Native, and Native Hawaiian children premised on a policy of coerced cultural assimilation. Native children were forcibly separated from their families and sent to attend federal Indian boarding schools, where they were frequently subject to harsh treatment and abuse. A number of these students died, and others never returned to their families and communities. Many were also deprived of their cultural inheritance. NEH encourages projects that document and explore the history of the federal Indian boarding schools as well as projects that contribute to Native and Indigenous cultural and language revitalization.

## **Humanities Perspectives on Artificial Intelligence**

Artificial intelligence (AI) is one of the most powerful technologies of our time and will have profound consequences for civil rights and civil liberties, safety and security, and democratic values. Questions about the ethical, legal, and societal implications of AI are fundamentally rooted in the humanities, which include ethics, law, history, philosophy, anthropology, sociology, media studies, and cultural studies. Indeed, NEH's founding legislation tasks the agency with making the American people “masters of their technology and not its unthinking servants.” In October 2023, NEH launched a new agency-wide initiative, [Humanities Perspectives on Artificial Intelligence](#), to support research projects that seek to understand and address the ethical, legal, and societal implications of AI. NEH is particularly interested in

projects that explore the impacts of AI-related technologies on truth, trust, and democracy; safety and security; and privacy, civil rights, and civil liberties. This grant program is one of eight NEH programs that are part of NEH's *Humanities Perspectives on Artificial Intelligence* initiative. To learn more about the initiative, and to ensure you are applying for the most appropriate program, please see our page about the AI initiative.

## **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 \$250,000. This includes the sum of direct and indirect costs.

NEH anticipates awarding approximately \$850,000 among an estimated 5 recipients.

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

NEH will not determine the exact amount available for funding until Congress makes official appropriations for FY 2025. NEH will issue awards subject to the availability of appropriated funds. NEH is publishing this notice as a contingency to ensure that NEH can process applications and issue awards in a timely manner, should sufficient funds become available.

#### **Period of performance**

You may request a period of performance up to 36 months with a start date between October 1, 2025, and September 1, 2026.

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 the month and end on the last day of the month.

## **C. Eligibility Information**

### **1. Eligible Applicants**

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

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



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

If your organization is eligible, you may apply on behalf of a consortium of collaborating organizations. If NEH selects your proposal for funding, you will be programmatically, legally, and fiscally responsible for the award.

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

## 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

Do not include voluntary cost share on your Research and Related Budget. The Research and Related Budget should include only funds you are requesting from NEH. You may describe voluntary cost share in your [budget justification](#).

Peer reviewers will not consider any voluntary cost share in their evaluation of applications.

### Voluntary cost sharing

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

While you may describe voluntary cost share in your [budget justification](#), do not include it on your Research and Related Budget. The Research and Related Budget should include only funds you are requesting from NEH.

Peer reviewers will not consider any voluntary cost share in their evaluation of applications.

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

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

## 3. Other Eligibility Information

Institutions may submit multiple applications for separate and distinct projects under this notice.

Project directors and co-directors may submit only one application to this program per deadline. Degree candidates may not serve as project directors or co-directors, but may serve in other project roles. Individuals may serve as team members in more than one IATDH application per deadline.

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

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.

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

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

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

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

## **D. Application and Submission Information**

### **1. Application Package**

You must apply using Grants.gov Workspace or a Grants.gov system-to-system solution. You can find this funding opportunity in Grants.gov under number 20250213-HT. 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 [odh@neh.gov](mailto:odh@neh.gov) to request a paper copy of this notice.

## 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](#).

### Application formatting

Your application attachments must be PDFs and 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 attachments 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

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

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

**NEH will not review applications missing any required documents or relevant conditionally required documents.**

**Do not include attachments other than those listed in the table in this notice. If you do, NEH will reject your application.**

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

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

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

<b>Application Component</b>	<b>File Name</b>	<b>Designation</b>	<b>Page limit</b>
<b>Attachments</b>			
<a href="#">1. List of project personnel</a>	personnel.pdf	Required	
<a href="#">2: Narrative</a>	narrative.pdf	Required	10 (mandatory)
<a href="#">3: Work plan and course outline</a>	workplan.pdf	Required	5 (suggested)
<a href="#">4: Biographies</a>	biographies.pdf	Required	One paragraph per person (mandatory)
<a href="#">5: Letters of Commitment</a>	letters.pdf	Conditionally required	One page per letter (suggested)
<a href="#">6: Evaluations and description of updates</a>	evaluations.pdf	Conditionally required	
<a href="#">7. Data management and sharing plan</a>	datamanagement.pdf	Required	2 (suggested)
<a href="#">8: Subrecipient budget(s)</a>	subrecipient.pdf	Conditionally required	
<a href="#">9: Federally negotiated indirect cost rate agreement</a>	agreement.pdf	Conditionally required	
<a href="#">10: Explanation of delinquent federal debt</a>	delinquentdebt.pdf	Conditionally required	
<b>Grants.gov forms</b>			
<a href="#">SF-424 Application for Federal Assistance - Short Organizational</a>		Required	
<a href="#">Supplementary Cover Sheet for NEH Grant Programs</a>		Required	
<a href="#">Project/Performance Site(s) Location Form</a>		Required	
<a href="#">Research and Related Budget and Budget Justification</a>		Required	
<a href="#">Attachments Form</a>		Required	
<a href="#">Certification Regarding Lobbying</a>		Conditionally required	
<a href="#">Standard Form-LLL “Disclosure of Lobbying Activities”</a>		Conditionally 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: List of project personnel (required)**

List all project personnel and visiting faculty along with their institutional affiliations, if any, and clearly identify the project director and any co-directors (i.e., J.B. Smith, Smallville College, Project Co-Director). Project directors are responsible for the programmatic aspects and day-to-day management of the proposed institute. Project personnel are members of the team, such as institute faculty, who carry out programmatic activities. The names on this list should match the names mentioned in the [Staff, faculty, and consultants](#) section of the narrative. NEH uses this list to ensure that prospective reviewers have no conflict of interest with the proposals that they will evaluate.

Name the file personnel.pdf.

### **Attachment 2: Narrative (required)**

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

You must limit the narrative to ten single-spaced pages. Do not include a table of contents. You may include images, charts, diagrams, footnotes, and endnotes if they fit within the page limit.

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

#### **Nature of the request**

Provide a one-paragraph summary at the start of your application that includes:

- The project title and its thematic or topical focus.
- The institute's format (in-person, hybrid, or virtual) and duration (e.g. one or two weeks).
- The specific number of participants the program will accommodate.

#### **Significance (aligns with [review criteria 1 and 3](#))**

- Describe the institute's intellectual significance for the humanities for a general audience.
- Discuss the national or regional needs that the institute will serve.
- Include the institute's intended audience, its potential impact on digital humanities practices, and the ultimate audience that it will benefit.
- Clarify the degree to which this institute will build on past work or break new ground. Describe how this institute relates to others of a similar nature that currently exist or have occurred in the past, including ones not supported by this funding opportunity. Consult the [white papers from past NEH-funded institutes](#) for information and context.

#### **Curriculum and work plan (aligns with [review criterion 2](#))**

- Describe the curriculum's design and content and explain how it will achieve the institute's stated goals.
- Explain how the institute's curriculum and duration reflect the subjects taught and the educational needs or levels of the participants.

- Summarize discussion topics and presentations, include assigned and recommended readings, and identify other resources and materials you will use.
- Indicate the attendance requirements; the time, location, duration, and structure of the program; and required facilities.
- Considering the variety of academic and professional schedules across the country, justify the proposed dates and location for your institute as related to your targeted participants.
- Describe how you will provide appropriate resources, including stipends and/or travel expenses for and communicate with participants before, during, and after the institute.
- Identify risks, such as staff attrition and travel restrictions, and note how they might affect the overall schedule. Describe strategies to mitigate these risks, such as moving from an in-person to an online institute.

### **Participants (aligns with [review criteria 1 and 3](#))**

- Provide details about your recruitment strategies, including your planned use of social media, as well as any outreach activities to particular communities of humanities faculty members and professionals.
- Describe how you will ensure that the institute attracts a diverse applicant pool, including those from historically underrepresented communities and individuals with disabilities.
- Describe how you will select participants for the institute.
- *Prior IADTH recipients only:* Indicate the number of applications received and number of participants selected for your most recent institute. Provide copies of all participants' final evaluations from that institute in [Attachment 6: Evaluations and Description of Updates](#).

### **Institutional profile (aligns with [review criterion 4](#))**

- Provide general information about your institution(s) and explain the chosen venues.
- Describe any special facilities—such as laboratories, humanities centers, libraries, or collections—available to participants.
- For all-virtual or hybrid institutes with a virtual component, describe the digital resources, such as digitized research collections, databases, virtual laboratory space, and online toolsets that the participants will have access to.
- If all or a component of the proposed institute will be residential, discuss provisions for housing. Describe your plans to accommodate the needs of participants with disabilities.
- If all or a component of the proposed institute will be virtual, describe the learning platform and other technical requirements needed to facilitate the teaching and learning environment. Describe your plans to accommodate the needs of participants with disabilities.

### **Staff, faculty, and consultants (aligns with [review criterion 4](#))**

- Identify the principal faculty, visiting lecturers, technical experts, and support staff. Describe their roles, responsibilities, and qualifications.
- If the institute involves undergraduate or graduate students as staff, describe how it will provide opportunities for them to participate in the intellectual activities of the institute.

Applicants proposing institutes with virtual components should describe the team members' experience with designing and delivering online learning.

- In [Attachment 4: Biographies](#), include one-paragraph biographies from all staff and visiting faculty.
- In [Attachment 5: Letters of commitment](#), include letters of commitment from institute instructors other than the project director or co-project director, regardless of institutional affiliation.
- *Prior IADTH recipients only*: Explain how your prior experience has shaped the current proposal. This may be woven into your narrative or included in [Attachment 6: Evaluations and description of updates](#).

### **Impact and evaluation (aligns with [review criterion 5](#))**

- Discuss the institute's intended results, its impact on digital humanities scholarship or teaching, and plans for wider dissemination.
- Describe plans to facilitate discussion and collaboration among participants after the initial learning opportunity, including listservs, channels, websites, or forums.
- Explain how you will make the curriculum available to an audience beyond the institute participants.
- Describe your evaluation strategy (before, during, and after it takes place), including the use of qualitative and quantitative measures, and how it will involve the participants and the participating organizations. Evaluation activities should measure how the project addresses its broader goals as defined in the "Significance" section. (For information on evaluating professional development programs, consult the [Guide to Evaluating Professional Development](#) from the Centers for Disease Control.)

You must limit the narrative to ten single spaced pages. Name the file narrative.pdf.

### **Attachment 3: Work plan and course outline (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 planning and implementation of all institute activities and identify who is responsible for completing those tasks. Include a schedule and a course outline for the institute. Depending on the project, the work plan could be organized by type of activity or by period of time (for example, three-month periods). Include enough detail to demonstrate that you have thoroughly considered each step necessary to host a successful institute, such as participant recruitment, application review, curriculum development, preparation of materials, program evaluation, and post-institute activities. The course outline should identify the major topics of instruction for each session, with faculty leaders, possible readings, activities, or assignments.

Your work plan has a suggested limit of five pages. Name the file workplan.pdf.

### **Attachment 4: Biographies (required)**

Provide a one paragraph biography for personnel identified in [Attachment 1: List of project personnel](#). Explain how each individual's technical competence and/or humanities qualifications will enable them to fulfill their responsibilities. **You must not submit CVs or resumes, or NEH will deem your application nonresponsive and reject it.**

If you plan to hire new staff using grant funds, provide a detailed job description for any open positions.

**Your biographies must not exceed one paragraph per person.** Name the file biographies.pdf.

### **Attachment 5: Letters of commitment (conditionally required)**

NEH strongly recommends that you include letters of commitment from institute instructors and cooperating institutions.

If you are collaborating with [National Library of Medicine](#) at the National Institutes of Health you must include a letter of commitment from an appropriate official. The project director does not need to provide a letter of commitment. Elected government officials, NEH staff, and current members of NEH'S [National Council on the Humanities](#) may not serve as letter writers.

Letters of commitment have a suggested length of one page each. Name the file letters.pdf.

### **Attachment 6: Evaluations and description of updates (conditionally required)**

Project directors of previously funded IATDH awards must provide a detailed summary of the project team's evaluation plans from their previous offering. Assess the effectiveness of those plans for achieving goals of their institute and for advancing participant learning.

Provide an explanation of how your experience as directors has shaped the institute currently being proposed (unless this explanation is included in the narrative). Include copies of all participants' final or summative evaluations of the most recent institute. You do not need to include the interim or formative evaluations of the prior offering in this attachment.

Name the file evaluations.pdf.

### **Attachment 7: Data management and sharing plan (required)**

Prepare a data management and sharing plan (DMSP) for your project team to consult during and beyond the project's period of performance that expands upon the Impact and evaluation section in [Attachment 2: Narrative](#). IATDH projects may generate data such as curriculum, bibliographies, reports, articles, websites, or open educational resources. Individual research projects produced by the participants in the IATDH do not need to be included in the DMSP.

Address the following topics in the DMSP:

- Identify the types of data that your project might generate and/or collect and eventually share with others, and under what conditions it will be generated and collected. Discuss, as relevant, policies about public access and sharing provisions to ensure protection of privacy, confidentiality, security, intellectual property, and other rights or requirements.
- Describe who will manage and maintain data and metadata, and how they will do it, including the physical and cyber resources and facilities. (These can include third-party facilities and repositories.)
- For projects involving partnerships with industry or other user communities, discuss how you will share and manage data with partners, institutional affiliates, and other major stakeholders.



- Explain any factors that might impinge on your ability to manage data, such as legal or ethical restrictions on access to non-aggregated data.
- Describe the mechanism(s) for sharing data and/or making it accessible to others, including how you will assure timely access to data.
- Discuss other types of data-related information you will maintain and share (for example, how it was generated, analytical and procedural information, and the metadata).

Include and explain costs stemming from data management in your budget justification.

Your data management and sharing plan has a suggested length of 2 pages. Name the file datamanagement.pdf.

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

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

Download a [fillable PDF of the Research and Related Budget form](#) from the NEH website for 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.”

If your subrecipients have a federally negotiated indirect cost rate, you must honor it. If they do not have a federally negotiated indirect cost rate, they may negotiate a rate with you consistent with [2 CFR § 200.414](#) or they may use the de minimis rate.

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 (or “flatten” these files) before merging them into a single PDF and uploading it to the [Attachments Form](#).

Name the file subrecipient.pdf.

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

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

Name the file agreement.pdf.

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

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

Name the file delinquentdebt.pdf.

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

b. Provide a brief description of your project (no more than 1,000 characters, including spaces). You should write the description for a nonspecialist audience, clearly stating the importance of the proposed work and its relation to larger issues in the humanities. This description will appear on the cover sheet of your application and will serve as a project abstract during the review process. If funded, this description will also appear in NEH's database of funded projects.

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

## **7. Project Director**

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

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

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

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

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

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

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

## **9. Authorized Representative**

Provide the name, title, and contact information for the authorized organization representative (AOR) who is submitting the application on behalf of the institution. This person, often called an “authorizing official,” is typically 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's 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 amount requested under “Outright Funds.” Do not enter anything under “Federal Match” or “Cost Sharing.” Confirm that the amounts on your cover sheet match the amounts on your budget and budget justification.

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

#### **4. Application Information**

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

For type of application, check “new.”

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

#### **Project/Performance Site Location(s) Form (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.”

#### **Research and Related Budget (Grants.gov form)**

You must submit a project budget using the Research and Related Budget form included in the Grants.gov application package and attach a [budget justification](#). Complete the [SF-424 Application for Federal Assistance - Short Organizational form](#) prior to completing your Research and Related Budget.

Complete a separate detailed budget for each 12-month span of the period of performance. The form will generate a cumulative budget.

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

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

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

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

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

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

## **Introductory Fields**

Your [SF-424 Application for Federal Assistance - Short Organizational](#) form should pre-populate introductory fields. If not pre-populated, indicate your organization's Unique Entity Identifier, name, and the period of performance. This should match the information you provide on your SF-424 Application for Federal Assistance - Short Organizational. Your period of performance must start on the first day of the month and end on the last day of the month. For budget type, check "project."

### **A. Senior/Key Person**

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

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

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

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

Enter the requested salary and fringe benefits for each senior/key person. Per [2 CFR § 200.431](#), fringe benefits are allowances and services you provide in addition to salaries and wages. Fringe benefits may include the costs of leave (e.g., vacation, family-related, sick, or military), employee insurance, pensions, and unemployment benefit plans.

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

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

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

## **B. Other Personnel**

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

### **Post-doctoral associates, graduate students, and undergraduate students**

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

### **Administrative/Clerical**

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

- The administrative or clerical services are integral to a project or activity.
- The individuals can be specifically identified with the project or activity.
- You explicitly include these costs in your budget or have prior written approval from NEH.
- You do not recover the costs as indirect costs.

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

### **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](#).

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

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

## **C. Equipment Description**

Equipment is 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. You may charge depreciation in compliance with [2 CFR § 200.436](#). If you lease equipment, include equipment rental/user fees in [F. Other Direct Costs](#).

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

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

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

The form will calculate total equipment costs.

## **D. Travel**

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

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

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

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

The form will calculate total travel costs.

## **E. Participant/Trainee Support Costs**

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

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

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

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

If you claim indirect costs, exclude participant support costs from the MTDC base. The form will calculate total participant support costs.

### **1. Tuition/Fees/Health Insurance**

Leave this field blank.

## **2. Stipends**

Enter the requested funds for participant stipends.

## **3. Travel**

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

## **4. Subsistence**

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

## **5. Other**

Describe other participant support costs (e.g., local ground transportation to venues, admission fees) and enter the requested funds. Provide additional information in your [budget justification](#).

## **Number of Participants/Trainees**

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

### **2. Publication Costs**

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

### **3. Consultant Services**

Enter the requested funds for consultant services, including visiting faculty from outside of the applicant institution.

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

### **4. Automated Data Processing (ADP)/Computer Services**

Enter the requested funds for ADP/computer services, including computer-based retrieval of scientific, technical, and education information. Include personal computers and accessories under [Materials and Supplies](#). If a third party will provide these services, include them in [Subawards/Consortium/Contractual Costs](#).

### **5. Subawards/Consortium/Contractual Costs**

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



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

You may provide a subaward through any form of legal agreement, including an agreement you consider a contract. The substance of the relationship between a passthrough 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\(c\)](#).

NEH may request additional information to assess if proposed costs are reasonable and allowable. See [2 CFR §§ 200.331](#) and [.332](#).

If your budget includes subawards, you must submit a separate Research and Related budget and budget justification for each subrecipient. See [Attachment 8: Subrecipient Budget\(s\)](#).

If a subrecipient claims indirect costs, include its federally negotiated indirect cost rate agreement in [Attachment 9: Federally negotiated indirect cost rate agreement](#). You do not have to include an agreement for any subrecipient that requests the 10% de minimis rate.

See [F2. Administrative and National Policy Requirements](#) for additional information on monitoring subrecipients' performance. [Learn more about managing subawards](#).

## **6. Equipment or Facility Rental/User Fees**

Enter the requested funds for rental fees for equipment and facilities.

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

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

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

## **7. Alterations and Renovations**

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

## **8-10. Other**

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

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

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

## G. Total Direct Costs

The form will calculate total direct costs.

## H. Indirect Costs

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

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

Per [2 CFR § 200.1](#), MTDC are 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 over \$25,000.**

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

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

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

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

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

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

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

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

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

### **Indirect Cost Type**

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

### **Indirect Cost Rate (%)**

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

### **Indirect Cost Base (\$)**

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

### **Funds Requested (\$)**

Enter the requested funds for each indirect cost type.

### **Total Indirect Costs**

The form will calculate total indirect costs.

### **Cognizant Federal Agency**

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

### **I. Total Direct and Indirect Costs**

The form will calculate total project costs. Total project costs should not exceed \$250,000.

### **J. Fee**

Leave this field blank.

### **K. Total Costs and Fee**

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

## **L. Budget Justification**

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

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

Confirm that the amounts in your budget and budget justification are the same.

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

### **A. Senior/Key Person: Budget Justification**

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

### **B. Other Personnel: Budget Justification**

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

If your budget includes administrative/clerical personnel, describe how they meet the [four conditions](#) for inclusion as a direct cost.

### **C. Equipment Description: Budget Justification**

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

### **D. Travel: Budget Justification**

For each trip, provide the name of the key personnel or employee(s) (if known), explain the purpose of the trip, and specify the points of origin and destination. Break out the costs of transportation, lodging, per diem, and any other associated expenses. Explain how you determined these figures. You must justify each trip separately, except for recurring local trips, which you may group together.

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

### **E. Participant/Trainee Support Costs: Budget Justification**

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

## **F. Other Direct Costs: Budget Justification**

### **1. Materials and Supplies**

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

### **2. Publication Costs**

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

### **3. Consultant Services**

Identify each consultant, describe the services they will perform, specify the amount of time they will devote to the project across the period of performance, outline travel costs, and provide total costs. If applicable, include consultants' proposals.

### **4. Automated Data Processing (ADP)/Computer Services**

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

### **5. Subawards/Consortium/Contractual Costs**

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

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

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

### **6. Equipment or Facility Rental/User Fees**

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

### **7. Alterations and Renovations**

Leave this 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: Budget Justification**

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

## **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. Occasionally, converting a document to PDF may alter its size. Confirm that attachments are within mandatory page limits before you submit the application. 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.

If an attachment contains multiple documents, merge them into a single file, not a PDF portfolio. If you include a PDF portfolio, the file may be rejected by Grants.gov or eGMS.

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.

### **Certification Regarding Lobbying (conditionally required for recipients)**

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

### **Standard Form-LLL, “Disclosure of Lobbying Activities” (conditionally required for recipients)**

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

## **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 who can assign the appropriate roles to individuals within your organization. This includes the authorized organization representative (AOR), who will give permission to the appropriate individuals 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**

### **Drafts**

Program officers will review draft application materials submitted by December 12, 2024, at 11:59 p.m. Eastern Time. Program officers will not review late drafts.

To submit a draft, please send a narrative, preliminary work plan and course outline, and/or preliminary budget as a single attachment (one file) to [odh@neh.gov](mailto:odh@neh.gov). In the body of the email,

indicate the lead project director, institution name, and preliminary title for the institute. Do not submit your draft through Grants.gov

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

## Applications

The deadline for applications under this notice is February 13, 2025, 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 HT-. 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:

- digitizing collections
- graduate or undergraduate courses or programs in the digital humanities
- programs that are not regional (multistate) or national in scope
- institutes held outside the United States or its jurisdictions
- meals, food, or refreshments at receptions or “networking” events
- 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 Criteria

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

#### **Criterion 1: Intellectual significance and potential impact**

(aligns with narrative section “[Significance](#)” and “[Impact and evaluation](#)”)

- How clear and persuasive are the intellectual rationale and potential impact?
- How well does the application justify the digital methodology or technologies being studied at the institute?
- To what extent does the institute address a national or regional need?
- To what extent does the proposed institute relate to others of a similar nature that currently exist or have been conducted in the past?
- Does the proposal clarify the degree to which this institute will build on past work or break new ground?
- *For prior IADTH recipients only*, to what extent do prior application numbers establish evidence of strong participant interest in the topic?

#### **Criterion 2: Conception, definition, organization, and description of the program**

(aligns with the narrative section “[Curriculum and work plan](#)” and [Attachment 3: Work plan and course outline](#))

- How well-founded is the institute’s pedagogical approach?
- How well do the institute’s duration, meeting dates, and use of residential and/or virtual formats support substantive study?
- How feasible and well-planned is the schedule?
- Is there adequate time for the proposed activities, including for participants to engage fully in learning the proposed methodologies?
- *For prior IADTH recipients only*, does the applicant adequately explain how the directors’ experiences have shaped the institute currently being proposed?

#### **Criterion 3: Participant selection**

(aligns with the narrative sections “[Significance](#)” and “[Participants](#)”)

- How well does the applicant describe the institute’s proposed audience, including participants with disabilities?
- Are the plans for recruiting a diverse and inclusive pool of applicants well-detailed and effective?

- Are the plans for selecting a participant cohort well-detailed, fair, and effective?

**Criterion 4: Appropriateness of the institute team and the host institution**  
(aligns with the narrative sections “[Institutional profile](#)” and “[Staff, faculty, and consultants](#)” and [Attachment 4: Biographies](#))

- Do team members have the appropriate backgrounds, experiences, and commitment to accomplish the proposed activities and to address the needs of the intended audiences?
- For applicants that propose an in-person component, how appropriate is the host institution(s) and the institute venues?
- For applicants that propose an in-person component, how well do the facilities and related resources support a collegial academic environment?
- For applicants that propose a virtual component, how extensive is the staff’s experience in providing online training and how appropriate is the proposed online training platform?

**Criterion 5: Impact, evaluation, and budget**  
(aligns with the narrative section “[Impact and evaluation,](#)” [Attachment 7: Data management and sharing plan,](#) and the [budget](#))

- How clear are the evaluation plans (both during and after the institute)?
- How well does the applicant provide for meaningful follow-up to strengthen the institute’s impact?
- Are any proposed follow-up activities adequately described?
- How well does the applicant detail plans to make the curriculum available to an audience beyond the institute participants?
- How appropriate is the institute’s budget related to its design and likely results?
- Is the rationale for the faculty, staff, and participant compensation appropriate and adequate?

## 2. Review and Selection Process

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

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

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

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

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

[Apply to be a peer reviewer for NEH.](#)

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

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

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

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

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

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

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

NEH will notify you of funding decisions by email in August 2025. This is not an authorization to begin performance or incur related costs.

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

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

If NEH selects your application for an award, the NEH Office of Grant Management will send award documents to the institutional grant administrator and project director through eGMS Reach beginning in August 2025.

[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.

Applicants to NEH for awards with expected issuance dates on or after October 1, 2024, should be aware of revisions to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200) effective from that date. All NEH awards issued on or after October 1, 2024, will be subject to the revised regulations. **You may incorporate these changes into your applications now.** Additional information is available at <https://www.neh.gov/grants/manage/2024-Revisions-to-2-CFR-200>.

## **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 10: 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. All other considerations being equal, NEH gives preference to projects that provide free access to the public.

Projects that produce peer-reviewed journal articles must make these products publicly accessible in accordance with NEH's [Public Access Policy](#).

## **Accessibility**

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](#). Project-specific accessibility accommodations (e.g., audio description, sign-language interpretation, closed or open captioning, large-print brochures/labeling) are eligible costs. Include these items in your budget under [8-10. Other Direct Costs](#).

## **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. This includes the right to require recipients and subrecipients to make such works available according to the agency [Public Access Policy](#).

## **Protecting personal information**

If you collect personal identifiable information (PII) as part of your NEH-funded award, you are responsible for protecting and storing it. You must take all reasonable and appropriate actions

to prevent inadvertent disclosure, release, or loss of PII. Consult [Protecting Personal Information | The National Endowment for the Humanities](#) for more guidance. NEH is not liable if a recipient incurs an inadvertent disclosure, release, loss, or data breach of PII.

## **Acknowledging NEH support**

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

## **Subrecipient monitoring requirements**

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

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

[Learn more about managing subawards.](#)

## **Program income**

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

## **Principles of Civility for Professional Development Programs**

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

## **Coordination of geographic information and related spatial data**

If you request funding for the development, acquisition, preservation, or enhancement of geospatial data, products, or services, you must first conduct a due diligence search of the [Data.gov list of datasets](#) to determine whether the needed data, products, or services already exist. If not, you must produce the proposed geospatial data, products, or services 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 to the [NEH Office of the Inspector General](#).

## **Termination**

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

### 3. Reporting

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

1. **Federal Financial Report(s).** You must submit the Federal Financial Report (SF-425) annually.
2. **Performance Progress Report(s).** You must submit a performance progress report annually. The “Goals & Progress” section asks for a summary of your goals; a description of what you have achieved; and, if relevant, what tasks remain to complete the project. This section must align with the outcomes and outputs you identify in your application. When you complete the report, or at any time during or after the period of performance, you may also add the project results using the Products and Media tab in eGMS Reach.
3. **Final Reports.** You must submit a final Federal Financial Report (SF-425) and a final performance report within 120 calendar days after the period of performance ends. The final performance report collects information relevant to progress on program-specific goals; impact of the overall project; the degree to which you achieved the mission, goals, and strategies outlined in the approved application; your objectives and accomplishments; barriers encountered; and your overall experiences during the period of performance.
4. **White Paper.** You must submit a [“lessons learned” white paper](#), documenting the project so that others can benefit from your experience within 120 calendar days after the period of performance ends. NEH will post the white paper on its website. NEH encourages you to broadly disseminate the white paper.

Projects that produce peer-reviewed journal articles must make these products publicly accessible in accordance with NEH’s [Public Access Policy](#).

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

### G. Agency Contacts

If you have questions about the program, contact:

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

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

Office of Grant Management  
National Endowment for the Humanities  
400 Seventh Street, SW  
Washington, DC 20506  
202-606-8494  
[grantmanagement@neh.gov](mailto: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](mailto:support@grants.gov)

Always obtain a case number when calling for support.

## H. Other Information

### Related funding opportunities

If you are seeking support for training programs on the care and management of—and the creation of intellectual access to—library, archival, and material culture collections, including digital preservation programs, you should apply to the [Preservation and Access Education and Training](#) program of the NEH Division of Preservation and Access.

If you are seeking support for conferences on topics of major importance in the humanities that will benefit ongoing research you should apply to the [Collaborative Research](#) program of the NEH Division of Research Programs.

If you are seeking support for professional development opportunities for K-12 teachers and college and university faculty on topics that may incorporate digital methods, but don't have the digital humanities as their primary focus, you should apply to the professional development programs offered by the [NEH Division of Education Programs](#).

### 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 (OMB) 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 PRA Officer at [pra@neh.gov](mailto:pra@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, 2027.