



Notice of Funding Opportunity

Archaeological and Ethnographic Field Research

Funding Opportunity Number: 20240925-RFW

Funding Opportunity Type: New

Federal Assistance Listing Number: 45.161

**Application Deadline:
September 25, 2024
September 24, 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.

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

Division of Research Programs
Telephone: 202-606-8200
Email: fieldwork@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) Division of Research Programs is accepting applications for the Archaeological and Ethnographic Field Research program. The purpose of this program is to provide funding for empirical research in the United States or abroad that answers significant humanities questions through archaeological and/or ethnographic methods. This program supports field-related costs, such as travel, accommodation, field staff and equipment, and salary replacement for the project director and collaborating scholars.

Funding Opportunity Title	Archaeological and Ethnographic Field Research
Funding Opportunity Number	20240925-RFW
Federal Assistance Listing Number	45.161
Deadlines for Optional Draft	July 15, 2024, 11:59 p.m. Eastern Time June 16, 2025, 11:59 p.m. Eastern Time
Application Deadlines	September 25, 2024, 11:59 p.m. Eastern Time September 24, 2025, 11:59 p.m. Eastern Time
Anticipated Award Announcements	2024 deadline: April 30, 2025 2025 deadline: April 30, 2026
Anticipated FY 2025 Funding	Approximately \$800,000 per deadline
Estimated Number and Type of Awards	Approximately 6 grants per deadline
Award Amounts	Up to \$150,000
Cost Sharing/Match Required	Conditionally required. See C2. Cost Sharing .
Period of Performance	4 to 36 months 2024 deadline: Projects may start between June 1, 2025, and May 1, 2026. 2025 deadline: Projects may start between June 1, 2026, and May 1, 2027.
Eligible Applicants	<ul style="list-style-type: none"> nonprofit organizations recognized as tax-exempt under section 501(c)(3) of the Internal Revenue Code accredited institutions of higher education (public or nonprofit) state and local governments and their agencies federally recognized Native American Tribal governments See C. Eligibility Information for additional information.
Program Resource Page	https://www.neh.gov/program/archaeological-and-ethnographic-field-research
Pre-Application Webinar	A pre-recorded webinar will be posted to the program resource page by June 26, 2024.
Published	June 20, 2024
Modified	February 11, 2025: A2. Background, and D6. Funding Restrictions
Modified	March 7, 2025: D6. Funding Restrictions

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A. Program Description

1. Purpose

The Archaeological and Ethnographic Field Research program supports empirical field research projects that answer significant humanities questions through archaeological and/or ethnographic methods.

Archaeological methods may include field survey and remote sensing, documentation or visualization, and excavation to answer research questions in ancient studies, archaeology, art history, classical studies, epigraphy, regional studies, and related disciplines. Ethnographic methods may include participant observation, interviews, long-term site visits, or oral history to answer research questions in anthropology, ethnolinguistics, ethnomusicology, performance studies, folklore studies, sociology, and related disciplines. While ethnographic approaches may vary, some level of immersion with host communities or participants is expected for ethnographic field research.

Competitive submissions will embody exceptional research design, describe rigorous field methodologies, and clearly articulate a project's value to humanities scholars, general audiences, or both. NEH strongly encourages you to work closely with local collaborators and communities in the co-creation of knowledge and the preservation of culture, whenever possible. This program is designed specifically to support fieldwork. If your project is primarily focused on collections, archives, or legacy data, or your methods are predominantly laboratory-based, NEH will not consider your application in this competition.

NEH Field Research awards provide up to three years of support for domestic or international fieldwork projects. Allowable costs may include:

- travel, lodging, and subsistence
- permits, fees, and visas for project personnel
- field equipment and supplies
- labor, specialists, translators, and other local vendors
- salary or salary replacement costs for the project director and compensation for collaborating scholars, including support for foreign individuals who are named as collaborating scholars

NEH Field Research awards also allow up to \$5,000 per 12-month period for conservation or preservation efforts, such as site and artifact conservation, and/or community outreach efforts.

NEH invites applications from institutions where the project director is a scholar who holds a Ph.D. or the equivalent in any discipline of the humanities or related subfields of the social sciences. NEH encourages applications from junior faculty. While a project may include collaborating scholars, NEH does not permit co-project directors in this program.

While the ultimate expectation of these awards is public dissemination through peer-reviewed publications and other media, NEH does not allow publication and manuscript preparation costs in this program. The primary purpose of the program is to support work in the field. Analyses and data processing are allowable secondary activities, but they should not account for more than 50% of the activities or budget. If your project includes substantial post-fieldwork

research and manuscript preparation, consider the [Collaborative Research program](#) or NEH's [fellowship programs for individuals](#).

Field school costs are not permitted.

Project Outputs

The outputs of an Archaeological and Ethnographic Field Research award may include, but are not limited to, field notes, maps, audio or video recordings, interview transcriptions, and databases. Describe your project's outcomes and outputs in the "Plans for dissemination" section of the Narrative. If you receive an award, NEH will assess your performance based on the outputs you identify in the proposal. See [F.3 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.

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.](#)

B. Federal Award Information

1. Type of Application and Award

NEH seeks new applications in response to this notice. Eligible institutions may revise and resubmit previously rejected applications.

NEH will provide funding in the form of grants.

2. Summary of Funding

Award amounts

You may request up to \$75,000 for a project with a period of performance between four and twelve months.

You may request up to \$75,000 per year for a project with a period of performance of one to three years, but your total request cannot exceed \$150,000.

Any applicant may request up to \$50,000 in federal matching funds, but **institutions of higher education with a tenured faculty member as project director must request at least \$20,000 in federal matching funds**. The application budget for tenured faculty must reflect the total NEH funds requested plus an additional \$20,000 or more in required third-party cost share, and the applicant must demonstrate the ability to raise third-party gifts eligible to complete the required match. (As an example: \$130,000 outright request + \$20,000 in federal matching funds + \$20,000 required cost share/match = \$170,000 in total project costs, direct and indirect). Institutional support does not qualify as third-party cost share. Third party funding does not need to be in hand by time of application, but the application should briefly discuss plans to raise the funds in the budget justification. Examples of qualifying sources of third-party cost share include grants from non-federal organizations and gifts from private donors. See [C2. Cost Sharing](#) and the [NEH Federal Matching Funds Guidelines](#).

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

NEH anticipates approximately \$800,000 to fund an estimated six recipients.

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

Period of performance

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.

You may request a period of performance up to four to 36 months.

If you apply for the 2024 deadline, your period of performance must start between June 1, 2025, and May 1, 2026.

If you apply for the 2025 deadline, your period of performance must start between June 1, 2026, and May 1, 2027.

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

Cost sharing or matching is the portion of the project costs not paid by NEH funds. Peer reviewers will not consider cost share in their evaluation of applications.

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

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

Required cost sharing

NEH requires cost sharing in this program for institutions of higher education whose project director is a tenured faculty member. Such applicants must request at least \$20,000 in federal matching funds and raise at least \$20,000 in third-party non-federal funds to release the NEH matching funds.

For institutions of higher education whose project director is an adjunct faculty member, non-tenured, non-tenure-track, or a post-doctoral researcher, there is no cost sharing requirement, unless the applicant voluntarily requests federal matching funds.

NEH will determine cost share requirements based on the project director named on the [SF-424 Application for Federal Assistance - Short Organizational](#). A change in project director from a non-tenured faculty member to a different tenured faculty member may result in NEH recalculating the award's required cost share. If the initial project director's tenure status changes during the period of performance, NEH will not adjust the required cost share.

If you request federal matching funds, you must raise third-party non-federal gifts dollar-for-dollar. NEH will certify the allowability of these gifts before releasing federal matching funds.

Typically, NEH will distribute federal matching funds on an annual basis over the period of performance. See the [NEH Federal Matching Funds Guidelines](#).

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

Federal matching funds

Any applicant may request up to \$50,000 in federal matching funds, but **institutions of higher education with a tenured faculty member as project director must request at least \$20,000 in federal matching funds**. Funds to satisfy the program matching requirement must be from sources outside of the applicant institution (a third party) consistent with the [NEH Federal Matching Funds Guidelines](#). If you request federal matching funds, you must raise third-party non-federal gifts dollar-for-dollar.

Include your plans to secure third-party non-federal gifts in the [Research and Related Budget](#) and identify what project activities they will support in the [budget justification](#).

Successful applicants will receive an offer of federal matching funds, subject to specific regulatory and other conditions. NEH will certify the allowability of these gifts and will issue the award only when you have met the conditions of the offer. The full amount of federal matching funds may not be available for release in the first year of a multi-year period of performance. Typically, NEH distributes federal matching funds on an annual basis over the period of performance.

If NEH selects your project for funding, you must raise and certify all eligible gifts and pledges six months prior to the end of the period of performance. NEH advises applicants who are requesting matching funds to consider a period of performance that allows adequate time to raise and certify funds. If you fail to certify required gifts by the deadline, NEH may reduce or terminate your award. See [NEH Federal Matching Funds Guidelines](#).

NEH will not release federal matching funds until you raise and certify eligible gifts. **In-kind gifts and funds derived from the recipient organization are not eligible sources of certified gifts in this program.**

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](#).

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](#), you should not include it on your Research and Related Budget. The Research and Related Budget should only include funds you are requesting from NEH.

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

3. Other Eligibility Information

You may submit multiple applications for separate and distinct projects under this notice, but an individual may serve as project director on only one application submitted under this notice per year. While a project may include collaborating scholars, NEH does not permit co-project directors in this program.

Project directors must be scholars in the humanities or related subfields of the social sciences with a Ph.D. or the equivalent terminal degree. Project directors must be scholars, not administrators. The project director must be affiliated with the applicant institution. Project directors must devote significant, sustained time and effort to the project during the period of performance. While the program welcomes junior scholars as project directors, degree candidates cannot be project directors. While a project may include collaborating scholars, NEH does not permit co-project directors in this program. 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. You may use funds from, or sites and materials controlled by, other federal entities in your project, but you may not use them as gifts to release federal matching funds.

NEH does not provide financial assistance to foreign institutions or organizations. If you are an eligible domestic entity, you may apply for collaborative projects involving 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, you may wish to contact program staff at fieldwork@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 20240925-RFW. 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 fieldwork@neh.gov to request a paper copy of this notice.

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

2. Content and Form of Application Submission

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

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

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

- single-spacing
- a readable font such as Arial, Georgia, Helvetica, or Times New Roman
- any standard citation style (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.
- Optional: You may submit this component, but NEH does not require it.

- Conditionally required for recipients: You are encouraged but not required to submit this component when you apply. You may submit it if you receive an award.

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.**

Application Component	File Name	Designation	Page limit
Attachments			
1: List of key personnel	personnel.pdf	Required	1 (mandatory)
2: Narrative	narrative.pdf	Required	10 (mandatory)
3: Work plan	workplan.pdf	Required	3 (mandatory)
4: Bibliography	bibliography.pdf	Required	3 (mandatory)
5: Résumés for key personnel	resumes.pdf	Required	2 pages per person (mandatory)
6: Statement of funding received and requested	funding.pdf	Conditionally required	2 (mandatory)
7: Site conditions	site.pdf		
8: Additional supporting documentation	supporting.pdf	Optional	15 (mandatory)
9: Subrecipient budget(s)	subrecipient.pdf	Conditionally required	
10: Federally negotiated indirect cost rate agreement	agreement.pdf	Conditionally required	
11: Explanation of delinquent federal debt	delinquentdebt.pdf	Conditionally required for recipients	

Grants.gov forms			
SF-424 Application for Federal Assistance - Short Organizational		Required	
Supplementary Cover Sheet for NEH Grant Programs		Required	
Project/Performance Site(s) Location Form		Required	
Research and Related Budget and Budget Justification		Required	
Attachments Form		Required	
Certification Regarding Lobbying		Conditionally required for recipients	
Standard Form-LLL "Disclosure of Lobbying Activities"		Conditionally required for recipients	

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 key personnel (required)

Provide a list alphabetized by surname of all collaborators and other key personnel, designating the project director. Include institutional affiliations and professional title for everyone listed. For those not affiliated with a nonprofit educational institution, provide occupation and employer; if none, list city and state of residence.

Your list of key personnel must not exceed one page. 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 an executive summary, cover page, or table of contents. You may include images, charts, diagrams, footnotes, or endnotes if they fit within the page limit. You may also include illustrations like charts and maps in ["Additional supporting documents."](#)

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

Argument for intellectual significance (aligns primarily with [review criterion 1](#))

Provide a clear and detailed explanation of the project's research questions and their significance to the humanities. Situate your project in the context of existing humanities discourse to highlight its contribution, and explain how it will complement, challenge, or expand relevant existing studies and literature. Describe the anticipated impact of your project's proposed outcome(s) on the intended audience and on future scholarship. If you're applying for funds for an established project, describe the impact previous research has had on humanities scholarship and the project's overall intellectual significance.

Research design and methods (aligns primarily with [review criterion 2](#))

Describe your project's theoretical framework and research design. Indicate the current state of the project and the stage that this award would support. Specify the arrangements for access to sites needed to conduct the research. Describe your plans for consultation, collaboration, and any established relationships with host, descendant communities, or interlocutors if applicable.

Explain your methods for collecting accurate data to answer your specified research questions. Describe how you will store and analyze your data, how you will mitigate long-term damage to the site or sites you will study, and how you will minimize possible long-term effects on the community or communities you will work with.

For archaeology proposals, state your research questions and explain how your proposed field methods will address them. If you propose a survey, describe the location, method of data collect and analysis, and the anticipated results. For documentation or visualization projects, explain what you will record, the methods, and how the work will advance a specific research agenda (versus a conservation, preservation, or presentation agenda). If you are proposing excavations, indicate how many trenches you will open, their size and location. Explain your methods for collecting accurate data to answer your specific research questions. Describe the data analysis and storage plans and plans to mitigate against long-term damage to the study site(s).

For ethnography proposals, state your research questions and explain how your proposed field methods will address them. For projects involving participant observation, detail the length of the site visits, the methods for engaging the host community, and anticipated insights. Indicate the methods by which you will administer survey or interview questions and record participant responses. Describe the selection process and anticipated number of participants. For documentation projects, explain what information or behavior you will capture, the method of recording, and how this will advance a specific research agenda (versus a conservation, preservation, or public education agenda). Describe the data analysis and storage plans and plans to minimize possible long-term effects on the communities of study. Use [Attachment 8: Additional supporting documents](#) to provide examples of interview and/or survey questions.

Project director and collaborators (aligns primarily with [review criterion 3](#))

Summarize the specific qualifications and responsibilities of all key personnel (those named in [Attachment 1: List of key personnel](#)). Describe the qualifications, responsibilities, and contributions of any additional team members. State anticipated time commitment, in percentage of time or hours per week for the project director and key personnel.

Explain the project director's expertise and qualifications as relevant to the proposed project. Indicate the tenure status of the project director here and in the project director's resume. If the

area of inquiry is new to the project director, explain their reasons for working in it and their qualifications.

If applicable, specify team members and/or the project director's competence in any language needed for the study. For project team members providing technical support, scientific or conservation work, or laboratory analysis, explain how their activities are important for achieving the project's goals.

Plans for dissemination (aligns primarily with [review criterion 4](#))

While this program does not support costs associated with publication or the preparation of manuscripts, describe how you intend to disseminate the results of the proposed research. Describe any relevant governmental, academic, public, or community outreach. If the project has a website, provide the URL. You may provide a list of expected field reports, interpretive essays, articles, or books with their prospective authors and proposed publishers.

If publications will appear in a language other than English, explain how access and dissemination will be affected.

Name the file narrative.pdf.

Narrative Alignment	
Each section of the narrative aligns with corresponding review criteria. Use the crosswalk to ensure you address all criteria.	
Narrative Section	Review Criteria
Argument for intellectual significance	1
Research design and methods	2
Project director and collaborators	3
Plans for dissemination	4

Attachment 3: Work plan (required)

Provide a detailed description, preferably in table form, of what will be accomplished during the period of performance, indicating major tasks and milestones. Identify the relevant key personnel involved in specific tasks, including approximate time commitments in percentages or days.

For established projects, you may include what you have already accomplished on this project and what you will accomplish between submitting your application and the start of the period of performance.

If you will be conducting archaeological field research in the United States, or United States territories, NEH advises you to consider a work plan and project timeline that allows for adequate consultation as part of the Section 106 of the National Historic Preservation Act.

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](#). It should not repeat information included in the narrative.

Your work plan must not exceed three pages. Name the file workplan.pdf. This attachment aligns with [review criterion 5](#).

Attachment 4: Bibliography (required)

Provide a list of the main primary and secondary sources cited in the proposal and relevant to the project's goals and methods. Any standard bibliographic format is acceptable.

Your bibliography must not exceed three pages. Name the file bibliography.pdf. This attachment aligns with [review criterion 2](#).

Attachment 5: Résumés for key personnel (required)

Provide brief, two-page résumés for key personnel, with mailing and email addresses, highest degree earned, the institution awarding the degree, professional positions held, institutional affiliations, and major publications. For the project director, indicate their tenure status.

The résumés must not exceed two pages per person. Name the file resumes.pdf. This attachment aligns with [review criterion 3](#).

Attachment 6: Statement of funding received and requested (conditionally required)

If the project has received previous support from federal or nonfederal sources, including NEH; is currently receiving such support; or is applying for or planning to apply for such support, provide a one- to two-page list of the sources, dates, federal award identification numbers, and amounts of these funds. List the NEH awards already received by year. Include fellowships and individual awards received by project personnel. If there is a long history of non-NEH support, group and summarize the sources and contributions.

If you previously received NEH funding for any phase of the proposed research project you must: 1) discuss how the previously funded project met, or did not meet, its goals according to its original or (if appropriate) revised work plan; and 2) include a table with relevant dates, comparing the stated goals with actual accomplishments during the period of the most recent NEH awards, listing any changes that occurred.

Your statement of funding received and requested must not exceed two pages. Name the file funding.pdf.

Attachment 7: Site conditions (conditionally required)

If your project involves any ground disturbing activities (such as core samples, test pits, or excavation) in the United States and United States territories, you must include a description of the site, project, and potential anticipated environmental and historic preservation impacts for NEH's review as part of your application.

Include the following information (as applicable):

A. Site Conditions

1. Identify the address of the project site. Where an address is not available, or more precision is required, geographic coordinates may be used. Locational data should be recorded with a Global Positioning System (GPS) device or web-based map service using NAD 83, or WGS 84 datum using decimal degrees latitude and longitude, with at least 6 decimal places and a minus (-) to show west longitude or south latitude.

2. Identify the size of the project site, in terms of measured acreage or square units (e.g., 1.5 acres, 0.8 sq. km)
3. Identify the arrangement by which you have use of the site.
4. Provide a succinct description of the work to be supported with project funds (NEH and required matching funds). For example:

The proposed project involves five sites. They consist of a stable, a barn, and three other sites to be determined from archaeological survey. Excavations will exclude any work that would impact the area of the church cemetery. The immediate area of the sites consists of lawns and scrub. At the stable and barn sites, the institution will conduct 5ft x 5ft excavation units to reveal an area of at least 80ft x 90ft for any below-ground features. These features will then be excavated and documented to recover artifacts and to help understand the types of structures and activities that were at these sites. For the other 3 sites, the institution will conduct 10ft gridded metal detector survey (non-invasive), shovel test pits, and limited 5x5 excavation units to determine stratigraphy and presence of features.

5. Provide your data recovery plan.
6. Has physical work on the project already underway? If so, what work has occurred?

B. Historic Preservation Information

1. In accordance with the National Historic Preservation Act (NHPA), does the property possess historic significance, and/or is it listed or eligible for listing in the National Register of Historic Places or is it a National Landmark?
2. Will the project occur at, in, or near properties listed on or eligible for listing on the National Register of Historic Places?
3. Is the project located within or adjacent to any known federal, state, or local historic districts?
4. Will the project potentially involve properties with religious or other significant meaning to Indian Tribes?
5. Does the affected property have potential to contain human remains?
6. Identify any consulting parties that may have an interest in the proposed project. This may include parties with legal or economic interest in the undertaking or affected historic properties, or those concerned with the undertaking's effects on historic properties, such as individual tribal members with special knowledge or expertise in identifying properties of traditional religious and cultural significance to that tribe (see 36 CFR § 800.2(c)(5)).

C. Environmental Conditions

1. Are there known environmental compliance requirements related to the real property (easements, existing site conditions)?

D. Human environment and controversy

1. Are there any public concerns or controversy with respect to the project site, adjacent sites, or effects of the project on low income or minority populations, Indian Tribes, or historic, cultural, or environmental resources?
2. Are there other known controversies with the proposed project?

Name the file site.pdf.

Attachment 8: Additional supporting documents (optional)

If applicable, you may include additional supporting documents if the information was not included in the narrative or other attachments:

- images, maps, plans, or other illustrations
- letters of support from local stakeholders and government officials
- letters of support from Indigenous, host, or descendant communities
- samples of oral history or interview questions
- permits or other official permissions already granted or pending

Do not include letters of recommendation or assessments of previous applications.

Additional supporting documents are optional, but if you choose to include them, they must not exceed 15 pages. Name the file supporting .pdf.

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

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

Download a [fillable PDF of the 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 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.

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

If your organization is claiming indirect costs and has a current federally negotiated indirect cost rate agreement, 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 11: Explanation of delinquent federal debt (conditionally required for recipients)

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 a month and end on the last day of a month. See [B2. Summary of Funding](#) for allowable periods of performance.

7. Project Director

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

If the project director is not employed by the applicant organization, 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

- Under "Outright Funds," enter the amount of outright funds you are requesting.

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

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

4. Application Information

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

For type of application, check “new.”

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

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

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

If you 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.

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

As a matter of programmatic policy, publication costs are not allowed.

3. Consultant Services

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

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

4. Automated Data Processing (ADP)/Computer Services

Enter the 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 9: Subrecipient Budget\(s\)](#).

If a subrecipient claims indirect costs, include its federally negotiated indirect cost rate agreement in [Attachment 10: 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 only allowable 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.

G. Total Direct Costs

The form will calculate total direct costs.

H. Indirect Costs

Indirect costs are costs 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 only charge costs that are allocable, allowable, and reasonable to the award.

Include a copy of your federally negotiated indirect cost rate agreement, along with subrecipient agreements, as [Attachment 10: 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 should not exceed the levels stipulated in [B2](#).

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.

Include a brief discussion of plans to raise the third-party funds for the program match requirement, if a tenured faculty member is serving as project director.

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.

If you are requesting federal matching funds, identify which activities the cost share will support and the expected source(s) of funding. See the [NEH Federal Matching Funds Guidelines](#) for information on allowable third-party non-federal gifts you can use for matching purposes. All third-party non-federal gifts should be raised at least six months before the end of the period of performance.

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

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

A. Senior/Key Person: 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

As a matter of programmatic policy, publication costs are not allowed.

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 9: Subrecipient budget\(s\)](#).

6. Equipment or Facility Rental/User Fees

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

7. Alterations and Renovations

Alterations and renovations are not allowed in this program. Costs incurred for ordinary and normal rearrangements and alterations of facilities are allowable as indirect costs.

8. Other Costs

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

H. Indirect Costs: 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 drafts submitted using the published draft template by July 15, 2024, at 11:59 p.m. Eastern Time (for the 2024 competition) or by June 16, 2025, at 11:59 p.m. Eastern Time (for the 2025 competition).

This optional review is not part of the formal selection process and has no bearing on the final funding decision. However, previous applicants have used it to strengthen their applications. If you choose to submit a draft, use the template published on the program website and send it as an attachment to fieldwork@neh.gov. Program officers will not review late drafts.

Applications

There will be two deadlines under this notice:

- September 25, 2024, at 11:59 p.m. Eastern Time
- September 24, 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 RFW-. 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:

- field schools
- laboratory-based analysis and processing costs accounting for more than 50% of the budget
- publication costs and manuscript preparation
- stand-alone databases, digitization projects, and other projects that lack an interpretive argument
- professional development or training
- meetings of professional and scholarly organizations, societies, and institutions
- attendance at regularly occurring professional meetings
- planning or putting on exhibitions
- inventories of collections
- development of tools, including digital tools, databases, visualizations, or maps, unless they contribute to answering the project's research questions
- costs exceeding \$5,000 per 12-month period for conservation or preservation efforts, including site or artifact conservation, and community outreach
- costs for activities performed by federal entities or personnel
- promotion of a particular political, religious, or ideological point of view
- promotion of gender ideology
- environmental justice initiatives or activities
- 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:

1. The intellectual significance of the proposed project, including the project's potential to stimulate new research, and its relevance to larger questions in the humanities (aligns with narrative section [Argument for intellectual significance](#)).
2. The clarity and feasibility of the research design, including the appropriateness of the methods to answer an explicit set of humanities questions, and the project's ability to access the research site, a community, or other resources (aligns with narrative section [Research design and methods](#)).
3. The qualifications, expertise, and levels of commitment of the project director and, where relevant, any collaborators, including the appropriateness and value of the collaboration (aligns with narrative section [Project director and collaborators](#)).
4. The soundness of the dissemination and access plans to convey information to the relevant audiences. For organizations whose projects have been previously funded, its productivity in relation to previous goals and accomplishments (aligns with narrative section [Plans for dissemination](#)).
5. The likelihood that the project goals will be completed within the stated time frame, not necessarily during the period of performance (aligns with narrative sections [Research design and methods](#) and [work plan](#)).

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 fieldwork@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 April 2025 (for the 2024 competition) or April 2026 (for the 2025 competition). 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 May following the award announcements.

[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.

The recipient, including any subrecipient(s), must comply with all applicable Executive Orders for the duration of the period of performance of the award. Executive Orders can be accessed via the [Federal Register: Executive Orders](#), and additional guidance is provided on [NEH's website](#).

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 11: 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.

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

Copyright information

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

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.

Consent for Survey Participation

If your NEH-funded project includes surveys, you may not enroll a participant until you have obtained legally informed consent.

Acknowledging NEH support

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

Subrecipient monitoring requirements

Per [2 CFR § 25.300](#), you may only issue subawards with federal funds to organizations that have obtained and provided their Unique Entity Identifier. Subrecipients are not required to

complete registration with the [System for Award Management \(SAM\)](#) to obtain a Unique Entity Identifier. See [D3. Unique Entity Identifier and System for Award Management](#).

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

NEH Research Misconduct Policy

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

Section 106 of the National Historic Preservation Act of 1966

If your project includes fieldwork occurring in the United States, including U.S. jurisdictions, NEH must review it under Section 106 of the National Historic Preservation Act of 1966 (NHPA) ([54 U.S.C. § 306108](#)) and the National Environmental Policy Act of 1969 (NEPA) ([42 U.S.C. § 4321, et seq.](#)) if it involves:

- ground disturbing activities;
- an impact within or to a flood plain or wetland;
- a determination of an adverse effect that cannot be mitigated on a property eligible for inclusion the National Register of Historic Places; and/or
- an extraordinary circumstance, such as: public controversy, or extensive site contamination.

If NEH funds your project, you may not start physical work (ground disturbance) until NEH has completed its environmental and historic preservation compliance reviews required by NEPA and Section 106 of NHPA.

Review NEH's [Section 106 guidance](#).

Native American Graves Protection and Repatriation Act of 1990

The Native American Graves Protection and Repatriation Act of 1990 (NAGPRA) provides protection of Native American graves and items, including human remains, funerary objects, and sacred objects. NAGPRA applies to any organization that controls or possesses Native American human remains and associated funerary objects and that receives federal funding, even for a purpose unrelated to the Act. [Learn more about NAGPRA](#).

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 Prizes 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. Tangible Personal Property Report.** If applicable, you must submit the Tangible Personal Property Report (SF-428) and any related forms within 120 calendar days after the period of performance ends. You must report all equipment with an acquisition cost of \$5,000 or more per unit purchased with NEH funds.

NEH encourages you to send copies of books resulting from research supported by NEH awards to the Division of Research Programs at the address under [G. Agency Contacts](#) and to update the “Products and Prizes” tab in eGMS Reach with publications or prizes resulting from NEH support.

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

G. Agency Contacts

If you have questions about the program, contact:

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

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

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

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

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

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

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

[Grants.gov Applicant Support](#)
U.S. calls: 1-800-518-4726
International calls: +1-606-545-5035
support@grants.gov

Always obtain a case number when calling for support.

H. Other Information

Related funding opportunities

Applicants interested in substantial post-fieldwork research and manuscript preparation should apply to one of our [fellowship programs](#) or for a [Collaborative Research](#) award.

Privacy policy

NEH solicits the information in this Notice of Funding Opportunity under the authority of the National Foundation on the Arts and Humanities Act of 1965, as amended, [20 U.S.C. 951, et seq.](#)

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

Application completion time

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

You may send any comments regarding the estimated completion time or any other aspect of this application, including suggestions for reducing the completion time, to the PRA Officer at 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.