



NATIONAL  
ENDOWMENT  
FOR THE  
HUMANITIES

# General Application Guide for Awards to Organizations

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# Foreword

The National Endowment for the Humanities (NEH) is an independent federal agency created in 1965. It is one of the largest funders of humanities programs in the United States and makes awards to cultural institutions such as museums, archives, libraries, colleges, universities, public television and radio stations, and to individual scholars.

NEH offers several grant programs, each with its own objectives and intended audience, explained in a Notice of Funding Opportunity (NOFO). The general guidelines in this document provide standard instructions that apply to all NEH funding programs for organizations. Program-specific requirements, review criteria, page limits, and allowable activities are set forth exclusively in the NOFO. Together, the general guidelines and the specific NOFO for the program to which you apply provide all the information you need to complete and submit your application. NEH will update this guidance periodically.

In the case of a discrepancy between these guidelines and a program NOFO, the program NOFO takes precedence.

The purpose of this document is to introduce prospective applicants to the NEH award process. It will help you choose a grant program, prepare to apply, and submit your application through Grants.gov.

These guidelines are for NOFOs published on or after February 27, 2026.

## Step 1: Review the funding opportunity

For questions about grant activities, contact the NEH program division listed in the NOFO.

For questions about administrative requirements or allowable costs, contact the Office of Grant Management at [grantmanagement@neh.gov](mailto:grantmanagement@neh.gov) or 202-606-8494.

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

# Review the funding opportunity

## In this section:

### Learn about NEH programs

- Consult with program staff
- Read the FAQs and review examples of successful projects
- Subscribe to receive updates from Grants.gov

### Read the Notice of Funding Opportunity (NOFO)

- What the program funds
- Funding and award duration
- Who can apply
- What to include in your application
- Application review, relevant policies, agency contacts, and other information

## Step 1: Review the funding opportunity

Have a project in mind?  
[Use our tool to match it with an NEH grant program.](#)

There are four program divisions at NEH:

- [Collections and Infrastructure](#)
- [Federal/State Partnership](#)
- [Lifelong Learning](#)
- [Research](#)

Before applying:

1. Read the entire NOFO
2. Check your eligibility
3. Register with SAM.gov
4. Register with Grants.gov

## Learn about NEH programs

NEH programs are administered by [divisions](#) that work with prospective applicants from a wide range of humanities organizations. You can view current and anticipated grant programs at <https://www.neh.gov/grants/listing>. Each grant program has a resource page on NEH's website.

Choosing a program that closely matches your project's goals and activities is one of the most important steps in preparing a strong application.

## Consult with program staff

Program staff can answer questions about grant programs and help you determine which program is the best fit for your project. However, division staff cannot predict funding outcomes. See Section H: Agency Information in the Notice of Funding Opportunity (NOFO), or contact the division that manages the grant program.

## Read the FAQs and review examples of past successful projects

The program resource webpage may have an FAQ document, sample applications, and a link to a saved search of previously funded projects.

Using the [Funded Projects Query form](#), you can search past NEH awards and filter by division, grant program, year, or other factors.

## Subscribe to receive updates from Grants.gov

Most NEH programs have one deadline a year. If the deadline has passed, you can read the previous NOFO on the NEH website, which will also tell you the next anticipated deadline.

NEH posts NOFOs on Grants.gov. If a program is not currently accepting applications, the award may be posted as a Forecast. You can subscribe to receive email updates by clicking the red "Subscribe" button on the Grants.gov page, or by following [these instructions](#).

## Step 1: Review the funding opportunity

Read the NOFO from start to finish before drafting your application. Pay particular attention to sections A-D, which define what NEH will fund, the level of funding, who may apply, and application components.

For NEH to consider your application, you must follow the directions about application components and page limits in Section D.1 of the NOFO.

# Read the Notice of Funding Opportunity (NOFO)

You are responsible for reviewing and following all requirements in the NOFO and in these guidelines. In the case of any discrepancy between the NOFO and these guidelines, the NOFO takes precedence.

All NEH NOFOs follow a standard structure and include the sections described below.

## Executive summary

The executive summary provides a concise overview of the funding opportunity, including award amounts, application deadlines, anticipated project start dates, and who is eligible to apply.

## Program description and scope of funding

Section A: Program Description describes the program's goals, supported activities, and funding restrictions. This section is specific to each program.

## Funding and award duration

Section B: Federal Award Information summarizes the type and amount of funding you may request. This section also explains the allowable period of performance, which is the time during which you may incur expenses to carry out your project.

## Who can apply

Section C: Eligibility Information explains who is eligible to apply and receive funding ([see Step 2, below](#)), and whether the program requires cost sharing, which is a non-federal contribution from the applicant.

## What to include in your application

Section D: Application Contents lists and describes the required parts of an application. It includes directions for what to write in your narrative and which materials (such as résumés and bibliographies) you need to provide, along with precise formatting instructions. The Application Component Table shows all required forms and attachments of a complete application.

## Application review, relevant policies, agency contacts, and other information

Sections E-I of the NOFO explain how NEH will review your proposal (Section E: Application Review Information, and [Step 6, below](#)) and provide information about how to manage an award if your application is successful (Section G: Award Notices, and [Step 6, below](#)). The NOFO also includes contacts for the program division and the Office of Grant Management (Section I: Agency Information) and additional information, such as related funding opportunities.

## Step 2: Prepare to apply

Consult [Login.gov help center](#) for assistance with Login.gov.

Contact the [Federal Service Desk](#) for questions about registering or renewing your registration with SAM.gov.

Contact [Grants.gov Applicant Support](#) for help with registration or with submitting your application.

**Obtain a case number when requesting help.**

# Prepare to apply

## In this section:

### Create or update your registrations

- Create your Login.gov account
- Register or update your organization's SAM.gov account
- Register in Grants.gov

### Check your organization's eligibility

- Who can apply
- Resubmissions and multiple applications
- Applying as a consortium

## Step 2: Prepare to apply

**Start early:** Allow several weeks to register with SAM.gov.

NEH will not grant a deadline extension due to an applicant's failure to register in time with SAM.gov or Grants.gov.

**For projects with subawards:** Subrecipients must have a UEI but do not need full SAM registration.

# Create or update your registrations

## Create your Login.gov account

Login.gov is a secure sign-in service used by participating federal agencies. Each individual who will work in Grants.gov must have their own Login.gov account. Create an account at [Login.gov](https://login.gov).

## Register or update your organization's SAM.gov account

You must have an active SAM registration in order to apply for and receive federal funding.

Entities registering in SAM.gov for the first time will submit information about their organization's type and structure, financial information (such as dates of the fiscal year, banking information, and executive compensation), and points of contact. SAM.gov reviews and verifies this information and issues a [Unique Entity Identifier \(UEI\)](#). This process may take several weeks.

You must renew your SAM registration annually. If it is not active at the time of Grants.gov submission, NEH cannot accept your application.

## Register in Grants.gov

Grants.gov is a clearinghouse to post federal funding opportunities and submit applications to NEH and other federal agencies. If you do not already have an account, you will need to register and [link your Login.gov account to Grants.gov](#). Follow the [Grants.gov Quick Start Guide for Applicants](#) to register, create a Workspace, assign roles, find a funding opportunity, and troubleshoot issues.

### Designate an Authorized Organization Representative (AOR)

Your institution's Grants.gov E-Business Point of Contact must designate an authorized organization representative (AOR). The AOR is authorized to enter into legally binding contracts on behalf of your institution, and is responsible for certifying and submitting your NEH application. An AOR is typically from the Office of Sponsored Programs, or is an organization's executive director, financial officer, or board chair. At larger institutions such as universities, there may be multiple AORs, and AORs can have different levels of responsibility within Grants.gov.

## Step 2: Prepare to apply

Confirm your eligibility before preparing an application. Applications submitted by ineligible organizations cannot be reviewed.

You can request **evaluator comments** from previously submitted applications to help inform revisions.

To be eligible as a lead applicant, your organization must be actively involved in the project's intellectual or programmatic work, not just its administration or fiscal oversight.

## Confirm your organization's eligibility to apply

Consult Section C: Eligibility Information in the NOFO to confirm that your organization meets the specific eligibility requirements for the program.

**For-profit entities** and **foreign organizations** are not eligible to apply for NEH funding.

**Individuals** are not eligible to apply for organizational awards. NEH offers separate grant programs specifically for individuals.

### Resubmissions and multiple applications

You may revise and resubmit an application not selected for funding. Resubmissions must meet the application requirements and review criteria of the current competition.

Consult the NOFO to learn whether you may submit multiple applications for separate and distinct projects, and whether the same individual may serve as project director on more than one application.

### Applying as a consortium

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

### Substantive Involvement

The applicant organization must have substantive involvement in the programmatic activities that are necessary and integral to the project.

**Applicant institutions must not function solely as a fiscal agent** (an organization that provides only administrative services such as proposal submission, financial management, payment requests, reporting, or maintaining IRS status, but does not direct or carry out project activities). **Fiscal sponsors** (an eligible organization that applies on behalf of an ineligible organization) are not eligible to apply.

### Step 3: Create your application

You will create and submit your application in Grants.gov or in a Grants.gov system-to-system platform.

You will probably develop your application components simultaneously. They are interconnected and as a whole should present your project in a clear and compelling manner.

# Create your application

## In this section:

### Review the application requirements in the NOFO

### Create your application elements

- Required content for the project narrative and other application components
- Formatting and page limit requirements
- Conditionally required attachments (if applicable)

### Complete Grants.gov forms

- SF-424 Application for Federal Assistance - Short Organizational
- Supplementary Cover Sheet for NEH Programs
- Project/Performance Site Location(s) form
- Attachments form
- Lobbying forms

## In the next section:

### Prepare your budget and budget justification

- Step 4 provides information about the Research and Related (R&R) Budget form and budget justification.

## Step 3: Create your application

In Grants.gov, you will submit several application components using the Attachments form.

NEH will not review your application if:

- It exceeds mandatory page limits
- It is missing required or conditionally required documents
- You include extra materials

An application may be found **incomplete** if it is missing required elements or required information. An application may be found **nonresponsive** if the proposed project does not align with the program's stated purpose or includes unallowable activities or costs, as described in the NOFO.

Label your files clearly in accordance with the NOFO instructions.

## Review the application requirements

Section D: Application Contents in the NOFO describes the required content of your proposal, including necessary components and writing prompts. Section D.1 is an **Application Component Table** listing the specific program attachments and required Grants.gov forms.

Review the **funding restrictions in section A.2** of the NOFO for unallowable costs.

## Create your application elements

All applications require a project narrative and work plan, along with other components specified in the NOFO. The NOFO designates each document as **required, optional, recommended, or conditionally required** and provides detailed instructions for what each one must include.

NEH will reject your application as **incomplete or nonresponsive** if you omit required components or include elements other than those listed in the NOFO.

## Format your application elements

The NOFO provides **mandatory or suggested page limits** for most documents. NEH will reject your application if you exceed mandatory page limits.

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

- pages no larger than standard letter (8 1/2" x 11")
- margins of at least one inch on all sides
- single spacing
- a readable font such as Arial, Helvetica, or Times New Roman, no smaller than 11 points

You may use any standard citation style. Include citations in page counts.

## Conditionally required documents

You must include application elements designated as "conditionally required" when applicable. Below are conditionally required documents common to all NEH programs. **The program to which you apply may have other conditionally required application components.**

### Step 3: Create your application

The NICRA must be fully executed.

## Indirect cost rate agreement

If your organization is claiming indirect costs and has a current federally negotiated indirect cost rate agreement (NICRA), provide a copy of the current agreement. [See Step 4](#) for more about indirect costs.

## Explanation of federal debt

If your organization is delinquent in the repayment of any federal debt, you must 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](#).

## Subrecipient budgets

If your proposal includes subrecipients, you must include a budget and budget justification for each subaward. [See Step 4](#) for information about subawards and subrecipients.

## Step 3: Create your application

You will complete these forms in your [Grants.gov Workspace](#).

The project title and description you provide in your SF-424 will appear on the cover sheet for your application.

# Complete Grants.gov forms

This guide includes instructions for the Grants.gov forms that are **mandatory** for all applications to NEH. Some NEH programs require additional Grants.gov forms. To see all required Grants.gov forms for a specific program, consult the Application Component Table in section D.1. of the NOFO.

In the case of a discrepancy between these guidelines and a program NOFO, the program NOFO takes precedence.

## SF-424 Application for Federal Assistance - Short Organizational form

This form requests basic information about your institution, the proposed project, and key contacts.

When you access this form in your Grants.gov Workspace, items 1, 2, and 4 will be automatically completed. Leave item 3 blank.

### Applicant Information (section 5 of the SF-424)

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 (UEI) assigned by the [System for Award Management \(SAM.gov\)](#).

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."

### Project Information (section 6 of the SF-424)

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.

b. Provide a brief **description** of your project (no more than 1,000 characters, including spaces). 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. If funded, this description will also appear in NEH's database of funded projects.

c. State the start and end dates of your project's **period of performance**. Your project **must** start on the first day of a month and end on the last day of a month.

### Step 3: Create your application

The project director (programmatic oversight) and grant administrator (fiscal and compliance oversight) must be different individuals to ensure proper internal controls and accountability over federal funds.

Even though there is an option on the SF-424 form to make the grant administrator and the project director the same person, NEH requires two separate individuals.

## Project director, grant administrator, and authorized organization representative (Sections 7-9 of the SF-424)

Provide **name, title, and contact information** for these three individuals:

### Project Director

The **project director** is responsible for the programmatic aspects and day-to-day management of the proposed project.

If the project director is not an employee of the recipient organization, there must be a formal written agreement that specifies an official relationship between the parties, even if the relationship does not involve a salary or other form of remuneration.

### Primary Contact / Grant Administrator

The institutional **grant administrator (IGA)** serves as the primary contact and must have authority to act on the organization's behalf in matters related to the administration of NEH awards. The IGA is responsible for compliance with federal regulations and the terms and conditions of the award. They can request changes in personnel and modifications to the period of performance, reporting deadlines, project activity, and budget.

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

### Authorized Organization Representative

The authorized organization representative (AOR) is a designated role in Grants.gov and is someone authorized to enter your institution into a legally binding contract. The AOR will submit the grant application through Grants.gov, even if other individuals prepared the proposal. The AOR's name and contact information must be manually entered into the SF-424 form, but the signature and date auto-populate in Grants.gov. **Confirm the name you enter here is the AOR submitting the application.**

## Step 3: Create your application

If matching or cost sharing is required, the NOFO will provide specific details on the match ratio, sources of funds, and period of eligibility.

# Supplementary Cover Sheet for NEH Grant Programs

This form provides additional information for NEH, and some of it will populate the cover page of your application. Complete each section.

## Project director

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

## Institutional information

Select your institution type from the drop-down menu.

## Project funding

Most NEH programs award **outright funds** only and do not offer matching funds. In this case, enter the amount you are requesting from NEH under "Outright Funds." Do not enter anything under "Federal Match" or "Cost Sharing."

If your application includes **matching funds**:

- 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. Do not include voluntary cost share.

## Application information

Indicate whether you will submit **complementary proposals** to other NEH opportunities, 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. Keep in mind that per [2 CFR § 200.403\(f\)](#), NEH does not permit **overlapping costs** on two or more federal awards or approved federal award budgets. [See Step 4 for information on 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.

## Step 3: Create your application

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.

## Project/Performance Site Location(s) form

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

Enter [congressional districts](#) using the two-letter state abbreviation followed by your three-character district number. For example, if your institution is 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.”

## Attachments form

You will upload your attachments to Grants.gov using this form. Attachments must be in Portable Document Format (.pdf). Convert all non-PDF files (e.g. Word, Excel, images) to PDFs. Do not attach files that have been password-protected, encrypted, or digitally signed. Do not attach portfolios containing multiple PDFs. **Grants.gov will reject applications containing files not converted to PDF or PDFs with security features.**

Consult the **Application Component Table** in section D.1 of the NOFO to name and sequence your attachments.

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

Learn about [Adobe software compatibility with Grants.gov](#) and ensure that you have a compatible version of Adobe Acrobat Reader.

## Lobbying forms (for awards greater than \$100,000)

If you are awarded more than \$100,000 and do not submit completed lobbying forms at time of application, you must submit them before NEH issues your award.

### Certification Regarding Lobbying

Use this form to certify that **no federal funds** have or will be paid to persons to influence *any* federal funding decisions. Add this form to your application package in Grants.gov and it will autofill based upon information provided in the SF-424.

### Standard Form-LLL, “Disclosure of Lobbying Activities”

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](#)

## Step 4: Prepare your budget and justification

Your budget and budget justification should mirror your project. They should provide a detailed picture of how you will spend grant funds and a clear breakdown of costs.

# Prepare your budget and budget justification

## In this section:

- The Research and Related (R&R) Budget form and budget justification
- Outright funds vs. matching funds
- Cost sharing requirements
- Budget restrictions
- Conferences, events, and food
- Subrecipients and subawards
- Indirect costs
- Completing the Research and Related Budget form

## Step 4: Prepare your budget and justification

If you have questions about allowable costs, contact the Office of Grant Management at [grantmanagement@neh.gov](mailto:grantmanagement@neh.gov) or 202-606-8494.

# Prepare your budget and budget justification

Most NEH programs require you use the [Research and Related \(R&R\) Budget form](#) for your budget. You must complete a separate **budget justification** to explain your budget costs. In your justification, you must describe how each item supports your proposed objectives, show the math for your cost calculations (e.g., \$50/hour x 20 hours = \$1,000), and provide supporting documentation. You will create the budget justification separately and attach it to the R&R Budget form as a PDF.

This section provides information about budget categories, eligible expenditures, what to include in your budget and justification, and specific directions on completing the R&R form.

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

## Outright funds vs. matching funds

NEH supports projects with outright funds, matching funds, or a combination of the two. [Learn about the types of funds NEH offers](#).

If you are requesting only **outright funds** from NEH, **enter just those funds** in the R&R Budget form. This is the case for most NEH programs.

Unless the NOFO specifically requires cost sharing, **do not include voluntary cost share in the R&R Budget form**. NEH does not expect or consider voluntary cost share when reviewing applications. If you wish to describe cost share that is not charged to the award, you may include a narrative in the budget justification.

If you request **federal matching funds**, your budget and justification must equal the total funding requested from NEH (outright and federal matching funds), plus any **required cost share**.

## Step 4: Prepare your budget and justification

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

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

## Cost sharing

Cost sharing refers to project costs that are covered with non-federal funds. These are divided into two categories:

1. **Voluntary cost share:** Costs that exceed the amount awarded by NEH, which include:

- cash contributions that you or a third party make to the project
- in-kind contributions (non-cash contributions, such as supplies or services) that you or a third party contribute to the project
- unrecovered indirect costs

2. **Required cost share:** Financial contributions to a project for the purpose of releasing federal matching funds. The NOFO will specify allowable sources of cost share and other requirements. You must fully document these costs in your budget.

## Budget Restrictions

Section A of the NOFO describes activities for which you can request funding and lists funding restrictions - costs and activities that the grant program cannot support. **Each program has specific unallowable costs.** The following are prohibited for all NEH awards:

### Restricted activities:

- promotion of a particular political, religious, or ideological point of view
- promotion of gender ideology
- promotion of discriminatory equity ideology
- support for diversity, equity, and inclusion (DEI) or diversity, equity, inclusion, and accessibility (DEIA) initiatives or activities
- environmental justice initiatives or activities
- advocacy of a particular program of social or political action
- support of specific public policies or legislation
- lobbying

### Programmatic exclusions

- projects that fall outside of the humanities
- the creation or performance of art
- creative writing, autobiographies, memoirs, and creative nonfiction
- policy studies
- social science research that does not address humanistic questions and/or utilize humanistic methods

### Unallowable costs

- costs for activities performed by federal entities or personnel
- fiscal agent and fiscal sponsor fees.
  - fiscal agent activities alone without substantive involvement (e.g., proposal submissions, reporting, financial oversight, maintaining IRS status)

## Step 4: Prepare your budget and justification

Food costs must be fundamental to the project and indispensable for carrying out the scope of the work.

## Conferences, events, and food

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

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 expenses are appropriate, necessary, and managed in a manner that minimize costs to the award.**

See [Allowability of Food Costs on NEH Awards](#) for circumstances when you may purchase food with NEH funds. **Food costs are not permitted in NEH awards unless authorized by the Office of Grant Management** as part of the application budget, or as a prior approval request.

You may not use federal funds for meals or refreshments at receptions or networking events. Beverages and refreshments such as coffee/tea, pastries, and fruit may be provided when the event has several hours of instruction.

A full meal may be provided if there is substantive instruction both before and after the meal is served. You may serve a meal while a presentation is being given. You may not begin or end an event with a full meal.

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 must not use federal funds for alcohol.

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.

## Step 4: Prepare your budget and justification

Overlap is prohibited. Overlap occurs when the same costs are paid for by two federal awards, or when the scope of activities is similar between current or expired awards, or when an individual's total time commitment exceeds 100% across all active awards.

## Additional cost restrictions

### Overlapping costs

Per [2 CFR § 200.403\(f\)](#), NEH does not permit overlapping costs on two or more awards for federal funding and/or approved federal award budgets.

If you are submitting 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 overlapping project costs. An individual's level of effort cannot exceed 100% across multiple active federally funded awards.

### Federal entities

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. Proposals to construct permanent improvements to lands or facilities that belong to another federal agency are typically ineligible for NEH support.

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.

### Foreign entities

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 to issue 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\(b\)](#).

## Step 4: Prepare your budget and justification

Learn more about [managing subawards](#).

Carefully determine whether each third party is a subrecipient or contractor. Misclassification can result in budget revisions or delays processing your award.

If your project includes subrecipients, you must provide an R&R Budget form and budget justification for each subaward.

## Subrecipients and subawards

See the [General Guidance for Pass-through Entities on Managing Subawards](#) for definitions of subrecipients and contractors. A subrecipient must have a Unique Entity Identifier (UEI) but does not need to be fully registered with SAM.gov.

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.

A subaward may be issued through any form of legal agreement, including an agreement you consider a contract and must include all requirements of the award, per [2 CFR § 200.332\(b\)\(2\)](#). When determining if the third-party functions as subrecipient or contractor, the substance of the relationship between a pass-through entity and a third party is more important than the form of the agreement. See [2 CFR § 200.331](#).

## Substantive involvement

**The applicant organization must engage in substantive involvement in programmatic activities** that are necessary and integral to completing the project. Applicant institutions must not function solely as a **fiscal agent** or a **fiscal sponsor**. Organizations engaging solely in fiscal sponsorship activities may not apply as a lead applicant. See Section C: Eligibility Information in the NOFO.

## Subrecipient budgets

Each subrecipient must provide a separate budget using the Research and Related (R&R) Budget form. To do so, download and save a [fillable PDF of the Research and Related Budget form](#). Complete this form in Adobe Reader rather than in your web browser.

Prepare a budget and budget justification for each subrecipient using [the same instructions that apply to the applicant's budget](#). Enter the subrecipient's UEI, organization name, and start and end dates for the period of performance (these fields do not prepopulate). For budget type, check "Subaward/Consortium."

If your subrecipient has a federally negotiated indirect cost rate, the applicant organization must honor it. If they do not have a federally negotiated indirect cost rate, they may use the de minimis rate of 15% or negotiate a rate with the applicant organization consistent with [2 CFR § 200.414](#).

Convert the budget justification into a PDF and **combine it** with the R&R Budget form and the subrecipient's NICRA (if applicable) before uploading it to the [Attachments form](#).

## Step 4: Prepare your budget and justification

Miscalculation of indirect costs is one of the most common reasons for award reductions.

The maximum award amount listed in the NOFO is the sum of direct and indirect costs.

You do not have to claim indirect costs. If your institution is waiving indirect costs, provide a statement with your application.

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

## Indirect costs

Indirect costs are costs your institution incurs for common objectives 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.

Calculate indirect costs by multiplying your institution's applicable indirect cost rate by the direct costs included in the **base** (typically **Modified Total Direct Costs**) listed in your institution's Negotiated Indirect Cost Rate Agreement (NICRA).

### Modified Total Direct Costs

Per [2 CFR § 200.1](#), Modified Total Direct Costs (MTDC) are direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$50,000 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 \$50,000.**

For MTDC exclusions, you may use the \$50,000 amount only if you 1) apply the de minimis rate or 2) if your NICRA identifies the threshold for each subaward as \$50,000. NEH will apply the threshold in your most current NICRA.

### Rate type

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.

### Applicability

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, unless a NICRA is received within 90 days of the period of performance start date, subject to the availability of funds.**

## Step 4: Prepare your budget and justification

Applicants who do not have a federally negotiated indirect cost rate at time of application can:

- Charge the de minimis indirect cost rate
- Direct cost all administrative expenses (see [Step 4: Other Personnel](#))
- Submit a negotiated rate within 90 days of the period of performance start date, pending availability of funds and programmatic funding level restrictions

## Indirect costs (continued)

If an institution does not have a negotiated rate 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 rate 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 charge a de minimis rate of 15% applicable to MTDC, or provide a signed NICRA to NEH within 90 days of your award's period of performance start date.

## Step 4: Prepare your budget and justification

**Before you complete the budget form, complete the [SF-424 Application for Federal Assistance - Short Organizational](#).** It will auto populate some information in the R&R Budget form.

If you complete the R&R Budget form in your Grants.gov Workspace, it will auto-calculate.

Round all costs to the nearest whole dollar. If cents are less than 50, round down. If cents are 50 and higher, round up. Do not include cents in the R&R Budget form or your budget justification.

# Completing the Research and Related (R&R) Budget form

You must submit a project budget using the Research and Related (R&R) Budget form included in the Grants.gov application package and attach a [budget justification](#) as a PDF in the designated space on the form.

## How to use these budget instructions

The information in this section is organized using a consistent three-part format for each cost category of the R&R Budget form:

### 1. Policy and guidance

Explains what costs are allowable or unallowable in the budget category and identifies applicable rules and limitations.

### 2. Completing the R&R Budget form

Provides instructions for entering information into the R&R Budget form in Grants.gov.

### 3. Budget justification guidance

Describes what information to include in your budget justification to explain, itemize, and support the costs requested on the R&R Budget form.

## General budget instructions

- Complete a single detailed budget for **each** 12-month span of the period of performance.
- The R&R Budget form will automatically generate a cumulative budget.
- Required fields appear in yellow.
- **Round all costs** to the nearest whole dollar.
- The inclusion of a budget category on the R&R Budget form does not automatically indicate that a cost is allowable. Allowability is governed by the federal regulations, NEH policy, and the NOFO.

## General budget justification instructions

**When preparing your budget justification, use the same R&R Budget form section headings.** For each requested cost, you must:

- Describe how each item supports your proposed objectives.
- Explain how you calculated each cost (e.g., \$50/hour x 20 hours = \$1,000).
- Include supporting documentation such as price searches, vendor quotes, or contract estimates, as applicable.

If you provide [voluntary cost share](#), you may describe it in the budget justification narrative. **Do not include voluntary cost share** on the R&R Budget form.

## Step 4: Prepare your budget and justification

The project director's name will auto-populate in the R&R Budget form with the information you provide in the SF-424. If the project director will not receive any funds, enter \$0.

Sections A and B of the budget should include only your own employees. Include costs for non-employees under F.3 Consultant Services or F.5 Subawards/Consortium/Contractual Costs, as appropriate.

When completing sections A and B of the budget, use the following columns:

**Cal.** If your organization does not differentiate between academic and summer months, use only the calendar months column.

**Acad./Sum.** If your organization follows an academic calendar, you may differentiate levels of effort by using the academic and summer months columns.

## Budget justification (continued)

If you request federal matching funds, identify which activities your required cost share supports and the expected source(s) of funding.

### Introductory Fields

In the Grants.gov Workspace, your [SF-424 form](#) should auto-populate introductory fields. If not, indicate your organization's [Unique Entity Identifier](#), name, and period of performance.

For budget type, check "project."

### A. Senior/Key Person

#### Policy and guidance

Senior/key personnel are individuals employed by the applicant organization who serve in leadership or key roles on the project.

Requested salaries and wages must comply with [2 CFR § 200.430](#) and [.466](#), and fringe benefits must comply with [2 CFR § 200.431](#). An individual's level of effort cannot exceed 100% across multiple active federally funded awards.

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.

#### Completing the R&R Budget form

In the Senior/Key Person section, list each person, enter the base salary (annual compensation) and fringe benefits, and identify the number of months they will devote to the project. The form will calculate the requested salary and fringe benefits for each individual.

If you request funds for more than eight key personnel, list the additional personnel in a separate document using the same format. Save the document as a PDF named **additionalpersonnel.pdf** and attach it in the designated "Additional/Senior Key Persons" space on the R&R Budget form. Enter the total funds requested for these individuals in the "Total Funds requested for all Senior/Key Persons in the attached file" field.

#### Budget justification requirements

In your budget justification, list each person and briefly describe their role and qualifications for the project. Show the salary and wages calculation by either percentage of time over months (time and effort) or number of hours. 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

### Policy and guidance

Other Personnel are individuals employed by your organization who will play supporting roles on the project but are not considered senior/key personnel. Requested salaries and wages must comply with [2 CFR § 200.430](#) and [.466](#), and fringe benefits must comply with [2 CFR § 200.431](#).

In most instances, you should include the salaries of **administrative or clerical staff** as 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.

Costs associated with **collaborators at other institutions** or **consultants** must not be included in Other Personnel. These costs must be included in either [F.3 Other Direct Costs: Consultant Services](#), or [F.5 Subawards/Consortium/Contractual Costs](#).

Consult A.2 Funding Restrictions in the NOFO to determine whether costs associated with **postdoctoral associates, graduate students, and undergraduate students**, including tuition remission, are allowable. If the program you are applying to allows tuition remission, you must report such costs in accordance with [2 CFR § 200.466\(b\)](#) and treat them as direct or indirect costs in accordance with the actual work performed.

### Completing the R&R Budget form

In the Other Personnel section of the R&R Budget form, group personnel by project role. For each project role, identify the number of proposed personnel, 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.

### Budget justification requirements

In your budget justification, list names (if known), roles, months, and requested salary and fringe benefits. Show salary and wages calculation by percentage of time over months (time and effort) or number of hours. Identify the fringe benefit rate and explain the base for each person. If your budget includes administrative/clerical personnel, describe how they meet the four conditions for inclusion as a direct cost. Show your calculations.

## C. Equipment Description

### Policy and guidance

Equipment is nonexpendable personal property costing \$10,000 or more per item and having a service life of more than one year. See [2 CFR § 200.313](#) and [.439](#).

You may purchase equipment if 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](#)

### Completing the R&R Budget form

In the Equipment section of the R&R Budget form, list each item of equipment you plan to purchase and its estimated cost, including shipping and maintenance.

### Budget justification requirements

In your budget justification, detail the number and unit cost for each item and explain how you determined these figures. Provide supporting information such as vendor quotes or price lists, if applicable.

## D. Travel

### Policy and guidance

Travel costs must comply with [2 CFR § 200.475](#) and the [General Terms and Conditions for Awards to Organizations](#). Proposed costs must be reasonable and consistent with the applicant organization's established travel policy.

NEH uses the General Services Administration's published per diem rates to assess if proposed travel costs are reasonable.

You must use the lowest refundable commercial fares for coach or equivalent accommodations, except in cases provided for in [2 CFR § 200.475](#).

**Non-refundable travel arrangements are at your own risk.** Costs associated with cancelled travel are not allowable.

### Completing the R&R Budget form

On the R&R Budget form, for personnel in sections A (Senior/Key Personnel) and B (Other Personnel), enter the total funds requested for:

- domestic travel (local and long-distance)
- foreign travel (including travel to Canada and Mexico)

## Step 4: Prepare your budget and justification

Include travel costs for **participants** in E.3 and travel costs for **consultants** in F.3

Consult section A.2 of the NOFO for program-specific travel restrictions.

## D. Travel (continued)

### Budget justification requirements

In your budget justification, describe each trip separately. For each trip, provide:

- name of the traveler(s)
- purpose of the trip
- points of origin and destination
- Itemized costs for transportation, lodging, per diem, and any other associated expenses

Local trips (such as routine travel in a metropolitan area) may be grouped together. For local travel, provide:

- names of travelers
- mileage rate
- number of miles
- purpose of travel

## E. Participant/Trainee Support Costs

### Policy and guidance

Per [2 CFR § 200.1](#), a **participant** is an individual participating in or attending program activities funded under a federal award, such as trainings or conferences, but who is **not responsible for implementation** of the award. Individuals committing effort to the development or delivery of program activities (such as consultants, speakers, project personnel, or staff members of a recipient or subrecipient) are **not participants**.

**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.

Examples of participants are:

- community members participating in an outreach program
- members of the public whose perspectives or input are sought as part of a program
- students
- conference or workshop attendees

Per [2 CFR § 200.1](#), participant support costs are direct costs that support participants' involvement in a federal award and may include stipends, subsistence allowances, travel allowances, registration fees, temporary dependent care, and per diem paid directly to or on behalf of participants.

## Step 4: Prepare your budget and justification

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

Consult section A.2 in the NOFO to see unallowable costs for a particular program.

## E. Participant/Trainee Support Costs (continued)

### Restrictions:

- NEH cannot pay tuition or health insurance for participants.
- Non-refundable travel arrangements for participants are made at the applicant's own risk. Costs associated with cancelled participant travel are not allowable.
- Food and beverage costs must comply with NEH policy. See [Allowability of Food Costs on NEH Awards](#) for specific circumstances under which food costs may be permitted.

### Completing the R&R Budget form

Enter the total number of participants in the designated field on the R&R Budget form. For each of the five participant support categories, enter the total amount requested:

- **Tuition/Fees/Health Insurance.** Leave this field blank. NEH does not permit these costs for participants.
- **Stipends.** Check the NOFO to see if it specifies a stipend amount.
- **Travel.** Enter total participant travel costs.
- **Subsistence.** Examples include meals and refreshments, subject to NEH food cost policy.
- **Other.** Other participant support costs may include local ground transportation or admission fees.

Enter the number of participants in the designated space on the R&R Budget form.

### Budget justification requirements

In the budget justification, show how you calculated participant stipends, travel, subsistence, and other costs. Itemize participant travel costs using the instructions for [D. Travel](#). Include supporting information such as price quotes.

## F. Other Direct Costs

Other Direct Costs are project-related expenses that are not included under personnel, travel, participant support, equipment, or indirect costs. All costs must be necessary, reasonable, allocable, allowable, and compliant with 2 CFR 200 and the NOFO.

### 1. Materials and Supplies

#### Policy and guidance

Materials and supplies include tangible items that cost less than \$10,000 per unit, regardless of the useful life. Allowable costs must comply with [2 CFR § 200.314](#) and [.453](#). Personal computers and accessories are treated as materials and supplies.

## Materials and Supplies (continued)

### Completing the R&R Budget form

In the R&R Budget form, enter the total requested funds for materials and supplies.

### Budget justification requirements

In the budget justification, indicate general categories (e.g., personal computers, books, or archival supplies) and provide a total for each category. Itemize costs totaling \$1,000 or more and provide vendor quotes or price lists, if applicable. Show your calculations.

## 2. Publication Costs

### Policy and guidance

Publication costs are allowable when permitted in the NOFO. These costs may include documenting, preparing, publishing, or otherwise making project findings or products available to others.

### Completing the R&R Budget form

If publication costs are allowable, enter the amount requested in the Publication Cost line of the R&R Budget form.

### Budget justification requirements

In the budget justification, describe publication activities, indicate print runs where applicable, itemize costs, and include vendor quotes or estimates.

## 3. Consultant Services

### Policy and guidance

Consultant services include payments to **independent contractors, collaborators from other institutions, and members of an external advisory committee**. Consultant fees must comply with [2 CFR § 200.459](#).

Consultants are distinct from subrecipients. Costs associated with subrecipients must be reported under **Subawards/Consortium/Contractual Costs**.

### Completing the R&R Budget form

Enter the total amount requested for consultant services in the R&R Budget form.

### Budget justification requirements

In the budget justification, identify each consultant by name, describe the services they will provide, estimate the amount of time devoted to the project, itemize travel costs (if applicable), and total fees for each consultant. Include bids or cost estimates where available.

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

### Policy and guidance

ADP/computer services include computer-based data processing and retrieval services. Personal computers and accessories must be included under **Materials and Supplies**, not ADP/computer services.

## Step 4: Prepare your budget and justification

See NEH's [General Guidance for Pass-through Entities on Managing Subawards](#).

### ADP/Computer Services (continued)

#### Completing the R&R Budget form

Enter the total amount requested for ADP/computer services in the R&R Budget form.

#### Budget justification requirements

In the budget justification, itemize each service, add a description, and include established service rates if applicable.

### 5. Subawards/Consortium/Contractual Costs

#### Policy and guidance

Subawards and contractual costs include activities performed by third parties that carry out a portion of the project. These costs may include both **direct and indirect costs**.

Subrecipients must be distinguished from contractors in accordance with [2 CFR § 200.331](#). (See additional guidance in [Step 4: Subrecipients and subawards](#).)

#### Completing the R&R Budget form

Enter the total amount requested for all subawards and contractual costs in the R&R Budget form. **For each subaward, provide a separate R&R Budget form.**

#### Budget justification requirements

In the budget justification, identify each third party by name, describe its role in the project and the activities it will carry out, and list the associated costs. For each contractor, itemize costs using the same categories as the R&R Budget form and include supporting documents. **Provide a separate budget justification for each subaward.**

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

#### Policy and guidance

Rental and user fees must comply with [2 CFR § 200.313](#), [200.432](#), [200.436](#), and [200.465](#), as applicable.

- You may not charge both depreciation and user fees for the same equipment or facilities. You may charge depreciation for use of your own equipment and facilities, but not user fees for the same items.
- You may charge user fees for equipment purchased with federal funds under another award, consistent with [2 CFR § 200.313\(c\)\(2\)](#).
- Facility rental for conferences is allowable, per [2 CFR § 200.432](#).
- Facility rentals under the “less-than-arm’s-length” qualification must comply with [2 CFR § 200.465\(c\)](#).

#### Completing the R&R Budget form

Enter the total amount requested for equipment or facility rental and user fees in the R&R Budget form.

## Step 4: Prepare your budget and justification

“Miscellaneous” and “contingency” are not allowable budget categories.

NEH may request additional information to assess if proposed costs are reasonable and allowable.

### Equipment or Facility Rental/User Fees (continued)

#### Budget justification requirements

In the budget justification, identify and justify each rental or user fee and include relevant supporting documentation.

### 7. Alterations and Renovations

#### Policy and guidance

Most NEH programs **do not allow alterations and renovations**. Per [2 CFR § 200.462](#), costs you incur for ordinary and normal rearrangement and alteration of facilities are allowable as indirect costs.

#### Completing the R&R Budget form

Leave this line blank unless the NOFO explicitly permits alterations and renovations.

#### Budget justification requirements

If alterations and renovations are permitted, the NOFO will provide instructions for what to include in your budget justification.

### 8-17. Other Direct Costs

#### Policy and guidance

“Other” direct costs include project-specific costs not included in other categories and not part of the indirect cost pool. Allowable costs must be reasonable, necessary, and allocable to the project.

Examples include:

- Promotion and outreach
- Usage or licensing rights
- Evaluation and assessment
- Accessibility accommodations (e.g., audio description, sign-language interpretation, closed or open captioning, large-print brochures/labeling)

#### Completing the R&R Budget form

List other allowable direct costs in the appropriate “Other” lines of the R&R Budget form.

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

#### Budget justification requirements

In the budget justification, itemize, describe, and justify each cost and include supporting documentation.

### G. Total Direct Costs

The form will calculate total direct costs.

## H. Indirect Costs

### Policy and guidance

See [Step 4: Indirect costs](#).

### Completing the R&R Budget form

On the R&R Budget form, enter the:

**Indirect Cost Type.** Enter the type of indirect cost rate (e.g., “other sponsored activities,” “all programs,” “instruction,” “15% de minimis”) and the base (e.g., “MTDC,” “salaries,” “salaries & fringe”). The base for the de minimis rate will always be MTDC. 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 established with your cognizant federal agency (or the 15% de minimis rate) as a number without special characters (e.g., 32.5).

**Indirect Cost Base (\$).** Enter the base (eligible direct costs) for your indirect cost type.

**Funds Requested (\$).** Enter the requested funds for indirect costs.

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

The form will calculate total indirect costs.

### Budget justification requirements

In the budget justification, identify the rate(s), explain the base(s), and describe any exclusions. Show your calculation. Indicate if you are negotiating a new rate.

## I. Total Direct and Indirect Costs

The form will calculate direct and indirect costs. Total project costs should not exceed the maximum award amount listed in section B.2 of the NOFO for the program to which you are applying.

## J. Fee

Leave this section 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

Save the budget justification document as a PDF named **justification.pdf** and attach it in the designated space on the R&R Budget form.

In order to submit the R&R Budget form, you must upload an attachment in the Budget Justification space.

## Step 5: Review policy requirements

Contact the Office of Grant Management at [grantmanagement@neh.gov](mailto:grantmanagement@neh.gov) or 202-606-8494 with questions about policy requirements relevant to your award.

# Review policy requirements

## In this section:

### Policies that apply to all NEH awards

- Executive orders
- Debarment, suspension, ineligibility, and voluntary exclusions
- Accessibility
- Providing access to NEH-funded products
- Copyright information
- Protecting personal information
- Acknowledging NEH support
- Consent for survey participation
- Subrecipient monitoring requirements
- Program income
- Eliminating waste, fraud, and abuse
- Termination

### Additional project-specific policies

### Policies relating to NEH proposals

### Application completion time

## Step 5: Review policy requirements

Consult the NOFO for additional policies relevant to specific programs.

These requirements apply to all project activities and events funded by NEH, including the activities conducted by subrecipients.

# Administrative and national policy requirements

All NEH awards are 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](#), and any specific terms and conditions that NEH places on the award in the Notice of Action.

## Policies applicable to all NEH awards

### Executive Orders

The recipient and 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](#).

In particular, the recipient, including any subrecipient(s), must comply with Executive Order 13899, *Combating Anti-Semitism* ([Federal Register: Combating Anti-Semitism](#)), and Executive Order 14188, *Additional Measures to Combat Anti-Semitism* ([Federal Register: Additional Measures To Combat Anti-Semitism](#)), to curb or combat anti-Semitism, especially in schools and on university and college campuses. Discrimination or harassment against Jews on the basis of race, color, and national origin in programs and activities receiving federal financial assistance may violate Title VI of the Civil Rights Act of 1964 (Title VI), [42 U.S.C. 2000d et seq.](#)

### Debarment, suspension, ineligibility, and voluntary exclusions

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 the attachment "[Explanation of delinquent federal debt](#)."

### Accessibility

You must comply with [Section 504 of the Rehabilitation Act of 1973](#), which prohibits discrimination on the basis of disability in any program or activity receiving federal financial assistance. Consult [Design for Accessibility: A Cultural Administrator's Handbook](#). Project-specific accessibility accommodations (e.g., audio description, sign-language interpretation, closed or open captioning, large-print brochures and labeling) are eligible costs. Include these items in your budget under [8-17. Other Direct Costs](#).

## Step 5: Review policy requirements

NEH retains certain rights to ensure public access and federal use, but this does not prevent you from publishing or commercializing your work.

Do not share PII with NEH unless requested, and only through encrypted means.

If your project involves surveys, interviews, or data collection from individuals, plan early for protecting data.

Acknowledgments apply to both digital and print materials.

## Providing access to NEH-funded products

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

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

## Copyright information

Subject to applicable law, you may copyright work that you develop or acquire under an award.

In accordance with [2 CFR § 200.315\(b\)](#), NEH reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use the work for federal purposes, and to authorize others to do so. This includes the right to require recipients and subrecipients to make such works available according to the agency [Public Access Policy](#).

## Protecting personal information

If you collect personal identifiable information (PII) as part of your NEH-funded award, you are responsible for protecting and storing it. You must take all reasonable and appropriate actions to prevent inadvertent disclosure, release, or loss of PII. Consult [Protecting Personal Information](#) 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 must obtain informed consent before enrolling participants in the study.

## Acknowledging NEH support

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

## Subrecipient monitoring requirements

Per [2 CFR § 25.300](#), you may issue subawards with federal funds only to organizations that have obtained and provided their UEI. Subrecipients are not required to complete registration with [SAM.gov](#) to obtain a UEI. See [Create or update your registration](#).

Per [2 CFR § 200.332](#), you must verify that potential subrecipients are not suspended, debarred, or otherwise excluded from receiving federal funds.

## Step 5: Review policy requirements

### Subrecipient monitoring requirements (continued)

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.

### Eliminate fraud, waste, 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](#).

### Additional project-specific policies

For projects involving renovation and/or ground-disturbing activities:

- [Section 106 of the National Historic Preservation Act of 1966, as amended](#)
- [National Environmental Policy Act of 1969, as amended](#)
- [Build America, Buy America](#)
- [Davis-Bacon Act](#)
- [Native American Graves Protection and Repatriation Act of 1990](#)

For projects involving geographic information and related spatial data:

- See [OMB Circular A-16](#) and [Executive Order 12906](#)
- May require coordination with [Data.gov](#) and [the Federal Geographic Data Committee](#)

Other policies that may apply to your award:

- [The Arts and Artifacts Indemnity Act](#):
- [Performance Labor Assurances](#)
- [NEH Research Misconduct Policy](#)
- [Principles of Civility for Professional Development Programs](#)

Consult the NOFO for program-specific policies.

These policies may apply if your project includes construction, renovation, or excavation.

## Policies relating to NEH proposals

### Privacy Policy

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

### Application completion time

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

You may send any comments regarding the estimated completion time or any other aspect of this application, including suggestions for reducing the completion time, to the PRA (Paperwork Reduction Act) Officer at [PRA@neh.gov](mailto:PRA@neh.gov). According to the [Paperwork Reduction Act of 1995](#), no persons are required to respond to a collection of information unless it displays a valid OMB number. The OMB Control Number for this Notice of Funding Opportunity is 3136-0134, expiration date October 31, 2027.

## Step 6: Submit your application for review

Contact [Grants.gov](https://www.grants.gov) [Applicant Support](#) for help with registering or with submitting your application: [support@grants.gov](mailto:support@grants.gov) or 1-800-518-4726.

They are available 24 hours a day, seven days a week, excluding federal holidays.

Obtain a case number when requesting help.

# Submit your application for review

## In this section:

- Submitting your application in Grants.gov
- Review and selection process
- Award announcements
- Assessment of risk and other pre-award activities

## Step 6: Submit your application for review

If the Apply button is gray in Grants.gov, you may not be assigned the right role. [Unlock the Mystery of the Gray “Apply” Button: Four Scenarios. – Grants.gov Community Blog.](#)

Grants.gov may accept and validate your application even if you are missing required components or have formatted them incorrectly.

NEH recommends you submit your application at least 48 hours prior to the deadline so you have time to correct errors.

## Submit your application in Grants.gov

Once you have completed the [Grants.gov forms](#) and uploaded your [attachments](#), you are ready to submit your application by clicking the **Sign and Submit** button on the **Manage Workspace** page, under the **Forms** tab.

You will receive a confirmation email from Grants.gov when you have submitted your application. You will receive up to five more notices confirming different stages in the acceptance process.

NEH's online grant management system, eGMS Reach, will send you an automatically generated email upon receipt of your proposal from Grants.gov and will assign your application a tracking number. A tracking number does not guarantee that your application is free of technical problems.

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 for funding.

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](#)
- ensure that you have formatted, attached, and submitted all required components correctly
- correct errors prior to the deadline

## Step 6: Submit your application for review

Interested in serving as a peer reviewer for NEH? [Complete this form](#) to add your name to our database.

You can request the evaluations of your application after you have been notified of the outcome.

## 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 review

Peer reviewers are experts in their fields with knowledge relevant to the activities that an NEH program supports. They read each eligible application and evaluate it according to the review criteria in the NOFO. Peer reviewers must comply with federal ethics rules governing conflicts of interest.

### Program review and approval

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](#) and the NEH Chairman. The National Council meets at least twice each year to review applications and advise the NEH Chairman. **By law, the Chairman has the sole authority to make final funding decisions.**

### Award announcements

NEH will notify successful and unsuccessful applicants by email approximately 9-12 months after the application deadline. Notification of funding does not authorize you to begin performance or incur related costs.

If your application is successful, the NEH Office of Grant Management will send award documents to the institutional grant administrator and project director through eGMS Reach.

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

## Assessment of risk and other pre-award activities

Following the Chairman'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 financial stability and 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. NEH will review the Responsibility/Qualification data 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 in the Responsibility/Qualification data bank about your organization. Per [2 CFR § 200.213](#), NEH will report determinations that your organization is not qualified for a federal award 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](#)).