



NATIONAL ENDOWMENT FOR THE HUMANITIES

## Notice of Funding Opportunity

### Scholarly Editions and Translations

Funding Opportunity Number: 20241127-RQ

Funding Opportunity Type: New

Federal Assistance Listing Number: 45.161

### Application Deadlines:

**December 4, 2024**

**December 3, 2025**

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

Ensure your SAM.gov and Grants.gov registrations and passwords are current.

It may take several weeks to register with SAM.gov and Grants.gov.

NEH will not grant deadline extensions for lack of registration.

Division of Research Programs

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

Telephone: 202-606-8200

Federal Relay: 7-1-1

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

## Executive Summary

The National Endowment for the Humanities (NEH) Division of Research Programs is accepting applications for the Scholarly Editions and Translations program. This program supports collaborative teams who are editing, annotating, and translating foundational humanities texts that are vital to generating new scholarship but are inaccessible or only available in inadequate editions or translations.

Funding Opportunity Title	Scholarly Editions and Translations
Funding Opportunity Number	20241127-RQ
Federal Assistance Listing Number	45.161
Deadlines for Optional Draft	September 30, 2024, 11:59 p.m. Eastern Time September 29, 2025, 11:59 p.m. Eastern Time
Application Deadlines	December 4, 2024, 11:59 p.m. Eastern Time December 3, 2025, 11:59 p.m. Eastern Time
Anticipated Award Announcements	August 2025/August 2026
Anticipated FY 2025 Funding	Approximately \$4,000,000 per deadline
Estimated Number and Type of Awards	Approximately 20 grants per deadline
Award Amounts	Planning: Up to \$65,000 Implementation: Up to \$100,000 per year in outright funds, plus an additional \$50,000 in matching funds, for a maximum of \$150,000 per year and a maximum of \$450,000 per award  See <a href="#">B. Federal Award Information</a> .
Cost Sharing/Match Required	No, unless you request federal matching funds
Period of Performance	Planning: One to two years Implementation: One to three years  Projects must start between October 1, 2025, and September 1, 2026 (for proposals submitted for the 2024 deadline), or between October 1, 2026, and September 1, 2027 (for proposals submitted for the 2025 deadline).
Eligible Applicants	<ul style="list-style-type: none"> <li>nonprofit organizations recognized as tax-exempt under section 501(c)(3) of the Internal Revenue Code</li> <li>accredited institutions of higher education (public or nonprofit)</li> <li>state and local governments and their agencies</li> <li>federally recognized Native American Tribal governments</li> </ul> See <a href="#">C. Eligibility Information</a> for additional information.
Program Resource Page	<a href="https://www.neh.gov/grants/research/scholarly-editions-and-translations-grants">https://www.neh.gov/grants/research/scholarly-editions-and-translations-grants</a>
Pre-Application Webinar	You will find a pre-recorded webinar on the NEH program resource page by September 11, 2024.
Published	July 25, 2024
Modified	February 10, 2025: A2. Background, and D6. Unallowable Activities

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# A. Program Description

## 1. Purpose

The Scholarly Editions and Translations program provides grants to organizations to support collaborative teams who are editing, annotating, and translating foundational humanities texts that are vital to generating new scholarship but are inaccessible or only available in inadequate editions or translations. Works from any humanities field may be the subject of an edition. Since the program's inception in 1966, the NEH has funded editions and translations of some of the most significant historical, literary, philosophical, and music texts.

The program supports continuous full-time or part-time activities during the period of performance of one to three years. At least two scholars must work collaboratively on the project. Typical project expenses include salary for editorial and research activities, travel to collections to verify source material, and consultant fees for translation, editorial work, and the implementation of a digital edition. Editions and translations may be print, digital, or a combination of both, but all editions and translations must contain additional and new scholarly material such as introductions, annotations, and critical apparatus. To the extent that the condition of the materials, intellectual property rights, and privacy and cultural considerations allow, projects should make the materials developed publicly available. NEH strongly encourages projects that offer free public access to digital materials (see [Providing access to NEH-funded products](#)).

You may propose an edition of a text in the original language (English or non-English) or the translation of non-English language texts into English, but you may not propose the translations of texts into any language other than English.

All projects should embody the best practices in editing and translating, such as those recommended by the [Association for Documentary Editing](#) (ADE) or the [Modern Language Association \(MLA\) Committee on Scholarly Editions](#). Editions and translations must contain scholarly apparatus appropriate to their subject matter and format, including introductions and annotations that explain form, transmission, and their historical and intellectual contexts. For translation projects, you must also explain your theory and method of translation for the proposed work.

## Funding Levels

Scholarly Editions and Translations includes two funding levels: Planning and Implementation. You are not required to obtain a Planning award prior to applying for an Implementation award. Projects previously funded in this program must apply for an Implementation award.

## Planning

Planning awards, up to \$65,000 for between one to two years, help scholars prepare to create a scholarly edition or translation. Activities that may be supported at a planning stage include determining the scope of the corpus, collecting documents and supporting texts, establishing editorial and translation policies, evaluating target audiences and determining their needs, selecting collaborators, and planning for dissemination, digital access, and sustainability. Planning awards *should not* be used for the preparation of an NEH Implementation award application or an application to any other funding opportunity.

## Implementation

Implementation awards, up to \$300,000 in outright funds and up to \$150,000 in matching funds, for one to three years, support scholars who are working on producing a scholarly edition or translation. Activities that may be supported at the implementation stage include manuscript collection; transcription, collation, and translation of original and previously published version of the materials; verification of transcriptions and translations; research and writing of introductions, preparing annotations and other scholarly apparatus; traveling to collections to verify source material; final proofing of print-ready material; creating volumes indexes; digitally encoding texts; and implementing a digital edition.

At both the Planning and Implementation levels, NEH encourages applications from minority-serving institutions, such as Historically Black Colleges and Universities, Hispanic-Serving Institutions, and Tribal Colleges and Universities.

See [D6. Funding Restrictions](#) for unallowable activities. Applications unrelated to the purpose of this program or that include unallowable costs or activities may be judged nonresponsive and returned without review.

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

## Program Outputs

The outputs of a successful Planning award may include, but are not limited to:

- editorial policies and workflow procedures
- reports from planning meetings
- reports from documents searches
- memorandum of understanding from archives, library, and other documentary repositories
- copyright permissions
- prototype or other early-stage versions of planned editions and translations
- digital sustainability and accessibility plans
- letters of commitment from editorial collaborators and advisory board members
- agreements with digital collaborators
- publication contract

The outputs of a successful Implementation award may include, but are not limited to:

- print editions and translations with scholarly introductions, annotations, and other critical apparatus
- digital editions and translations with scholarly introductions, annotations, and other scholarly apparatus
- most outputs listed as planning grant outputs that are necessary to be undertaken on an ongoing basis

You will describe your project outputs, and how they would support the overall purpose of the Scholarly Editions and Translations program, in the “Significance and impact” section of [Attachment 1: Narrative](#). If you receive an award, NEH will assess your performance based on the outputs you identify in the proposal. See [F3. Reporting](#).

## 2. Background

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

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

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

[Learn more about NEH.](#)

## B. Federal Award Information

### 1. Type of Application and Award

NEH seeks new applications in response to this notice.

NEH will provide funding in the form of grants.

### 2. Summary of Funding

#### Award amounts

If you are applying to the Planning level, you may request up to \$65,000 in outright funds. You may not request federal matching funds at this stage.

If you are applying to the Implementation level, you may request up to \$100,000 per year in outright funds, plus an additional \$50,000 per year in matching funds, for a total award of up to \$150,000 per year. You may request a maximum of \$450,000. This includes the sum of direct and indirect costs. Describe how you will raise matching funds in the budget justification, including the likely source(s) for meeting the match.

If your period of performance includes partial years, you must prorate your request by month. For example, if your proposed period of performance is 18 months, you may request up to \$150,000 in outright funds.

You must submit a budget reflecting total project costs. For example, if you request \$300,000 in outright funds and \$150,000 in federal matching funds, your budget must total \$600,000 (\$300,000 in outright funds, \$150,000 in federal matching funds, and \$150,000 in required cost share to release the federal matching funds). See [C2. Cost Sharing](#).

NEH anticipates awarding approximately \$4,000,000 among an estimated 20 recipients per deadline.

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**

If your proposed project is at the planning stage, you may request a period of performance of one to two years.

If your proposed project is at the Implementation stage, you may request a period of performance of one to three years.

If you apply for the 2024 deadline, you may request a period of performance start date between October 1, 2025, and September 1, 2026.

If you apply for the 2025 deadline, you may request a period of performance start date between October 1, 2026, and September 1, 2027.

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

## **C. Eligibility Information**

### **1. Eligible Applicants**

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

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

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

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

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

### **2. Cost Sharing**

NEH does not require cost sharing in this program unless you request federal matching funds.

Cost sharing refers to project costs that are covered with non-NEH funds. NEH distinguishes between two types of cost sharing: voluntary cost sharing and federal matching funds.

### **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.

### **Federal matching funds**

You may request up to \$150,000 in federal matching funds to leverage third party funding. Funds to satisfy a 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 third-party non-federal gifts on your [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 by six months before 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, and do not request an extension, by the end of the offer period, the matching funds offer may be withdrawn 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](#).

## **3. Other Eligibility Information**

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



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

If NEH has previously made an award in support of your project, you may apply for a new or subsequent stage of the project, which NEH will assess using the [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, contact program staff at [editions@neh.gov](mailto:editions@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](#).

### **Designating the project director and co-directors**

- All projects must designate one scholar who will serve as the sole project director. This same individual must be named as the project director on the SF-424 attachment form and in the narrative attachment. All other directors must be listed as co-directors.
- An institutional administrator or press representative may be a co-director, but not the project director.
- Applicant institutions may designate a non-affiliated scholar as the project director if that person is a leading scholar in a relevant field of study. 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.

- Project personnel (including the project director, co-director, or collaborators) do not need to be U.S. citizens or U.S. residents, so long as the applicant institution is eligible.
- Degree candidates may not be the project director or a co-director. If an individual has satisfied all the requirements for a degree and is awaiting its conferral, the application must include a letter from the dean of the conferring school attesting that the individual has completed all degree requirements by the application deadline. Include the letter in [Attachment 7: Appendices](#).
- An individual may be designated as the project director on only one application to the Scholarly Editions and Translations program per deadline. An individual may, however, be listed as a co-director on more than one application even if they are listed as a project director on one application.
- Current award recipients may submit another Scholarly Editions and Translations proposal with the same project director while they have an open award, but the open award and pending proposal may not include overlapping periods of performance.
- Project directors and collaborating scholars of funded applications may not hold concurrent full-time awards from the NEH Division of Research Programs—for example an NEH Fellowship.
- If your proposal is funded, NEH must approve any changes in the project director.

## 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 20241127-RQ. 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 [editions@neh.gov](mailto:editions@neh.gov) to request a paper copy of this notice.

### 2. Content and Form of Application Submission

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

#### Application formatting

Your application attachments must be PDFs and conform to the following formatting requirements, unless otherwise indicated:

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

- a font no smaller than 11 points

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

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

## **Application Component Table**

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

- **Required:** You must submit this component.
- **Conditionally required:** You must submit this component if your proposal meets the specified conditions.
- **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 must submit it if you receive an award if your proposal meets the specified conditions.

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

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

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

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

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

<b>Application Component</b>	<b>File Name</b>	<b>Designation</b>	<b>Page limit</b>
<b>Attachments</b>			
<a href="#">1: Narrative</a>	narrative.pdf	Required	12 pages (mandatory)
<a href="#">2: Work plan</a>	workplan.pdf	Required	2 pages (suggested)
<a href="#">3: List of key personnel</a>	personnel.pdf	Required	1 page (suggested)
<a href="#">4: Résumés for key personnel</a>	resumes.pdf	Required	2 pages per résumé (suggested)
<a href="#">5: Bibliography</a>	bibliography.pdf	Required	5 pages (suggested)
<a href="#">6: Samples</a>	samples.pdf	Required	Up to 35 pages (mandatory)
<a href="#">7: Appendices</a>	appendices.pdf	Optional	Up to 35 pages (mandatory)
<a href="#">8: Table of past productivity</a>	productivity.pdf	Conditionally required	1 to 2 pages (suggested)
<a href="#">9: Subrecipient budget(s)</a>	subrecipient.pdf	Conditionally required	
<a href="#">10: Federally negotiated indirect cost rate agreement</a>	agreement.pdf	Conditionally required	
<a href="#">11: Explanation of delinquent federal debt</a>	delinquentdebt.pdf	Conditionally required for recipients	
<b>Grants.gov forms</b>			
<a href="#">SF-424 Application for Federal Assistance - Short Organizational</a>		Required	
<a href="#">Supplementary Cover Sheet for NEH Grant Programs</a>		Required	
<a href="#">Project/Performance Site(s) Location Form</a>		Required	
<a href="#">Research and Related Budget and Budget Justification</a>		Required	
<a href="#">Attachments Form</a>		Required	
<a href="#">Certification Regarding Lobbying</a>		Conditionally required for recipients	
<a href="#">Standard Form-LLL “Disclosure of Lobbying Activities”</a>		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: 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 non-specialist peer reviewers can understand the proposed project.

**You must limit the narrative to twelve single-spaced pages.** Do not include an executive summary, cover page, or a table of contents. You may include images, charts, diagrams, footnotes, and endnotes if they fit within the page limit. NEH does not recommend footnotes, but any works you cite briefly in the narrative should receive a full citation in [Attachment 5: Bibliography](#).

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

### **Significance and impact (approximately two pages; aligns with [review criterion 1](#))**

Provide a clear, concise statement about the intellectual significance of the proposed text for humanities scholars; the need for an edition or translation of the material; and the edition's potential to stimulate new scholarship. If a previous edition or translation exists, discuss the reasons for undertaking a new one. Explain the problems or inadequacies of the earlier editions or translations and how your project would solve the problems or remedy the inadequacies.

Include a bibliographical essay that situates the project within the existing relevant literature and explain how the edition or translation will fill a need for a new edition and advance scholarship on the author, the subject, or related topics.

Describe your project outputs (such as those named in the list above in [A.1](#)) and how they would support the overall purpose of the Scholarly Editions and Translations program.

For editions project has received previous NEH support at the implementation level of funding, discuss your edition's scholarly impact in the humanities in the form of biographies, monographs, articles, edited volumes, conferences, web resources, and any other demonstration of generating new scholarship.

### **History of the project and productivity (approximately two pages; aligns with [review criterion 4](#))**

Provide a history of the project to date. Explain how it began, its progress, and its estimated completion date. Specify how you have selected materials for the edition or translation and how you will gain access to them. If gaining access to the materials requires permissions or poses other challenges, explain how you will address these issues.

*If you are requesting support for a specific part of a larger project where NEH support is sought in another program, describe the overall design of the whole project and clearly delineate the specific part intended for funding through this program.*

*If work on the larger project will continue after the proposed period of performance, describe the remaining work (including a completion date for the entire project). For long-term projects, provide a provisional plan for overall completion, including milestones with dates and discuss how you will address succession in project leadership if the project director has plans to retire in the next five years.*

Projects at a Planning level must include:

- a description of how NEH support will advance the project toward collecting materials for editing and translating, developing its editorial policies, establishing the collaborative team, determining a dissemination medium, determining your audience and their needs for the edition, and, in the case of projects with online dissemination, planning for digital sustainability.
- an estimated completion date for the entire project, which may extend beyond your proposed period of performance

Projects at the Implementation level must include:

- highlights of products or publications related to the project in the last six years if work on the edition has already begun or a list of preparation achievements if you have already received a planning- or implementation-level award. You must provide a list of all products to date, print or digital, with print runs or usage statistics, that have received previous NEH support in [Attachment 7: Appendices](#) and refer to the list here.
- the projected number of volumes, pages, or, in the case of digital editions, some measurable unit of the total number of texts, documents, or words you will edit or translate during this period of performance
- an estimated completion date for the entire project, which may extend beyond your proposed period of performance

Projects that have previously received NEH funding must:

- discuss the project's progress in preparing editions or translation for publication.
- be substantially updated, including a description of the new activities and a justification of the new budget request
- list key goals (such as the specific volumes or total number of documents) of previous NEH funding; discuss if the goals were met as compared to the original or revised work plan, explain the reasons for not meeting previous goals, and describe plans to complete those goals either before or during the next period of performance

**Collaborators (approximately two pages; aligns with [review criterion 3](#))**

- List and describe the qualifications of the project director, co-directors, and other key collaborators who would work on the project during the proposed period of performance (those named in [Attachment 4: Résumés for key personnel](#)) regardless of whether you request NEH funds to support their involvement.
- State anticipated time commitments, in percentage of time or hours per week for the project director and each collaborator, full-time or part-time. These should match the budget or you should explain in the attached budget narrative what other portions of their time commitments are supported by cost-sharing or other funding sources.
- If the project includes international collaboration, explain the need for and benefits of involving scholars at non-U.S. institutions.

- If you plan to hire new personnel with NEH funds during the period of performance, describe the qualifications, skills, and abilities that you would require for each position. Describe their duties in [Attachment 2: Work plan](#).
- For collaborators providing technical services, explain how their activities are important for achieving the project's goals.
- For projects using undergraduate or graduate student workers or unpaid volunteers, discuss the qualifications, skills, and abilities that will be required of those collaborators and why their involvement is necessary to achieve project goals. Explain how your editorial staff will train these workers and how their work will be verified by experienced staff. Undergraduate students are not permitted to perform translation for editions or translations projects.

**Methods and execution (approximately two pages; aligns with [review criterion 2](#))**

Describe how you will employ editorial and translation best practices, such as those recommended by the [Association for Documentary Editing \(ADE\)](#) or the [Modern Language Association \(MLA\) Committee on Scholarly Editions](#), in your project. Discuss how the translation or edition will contain scholarly apparatus appropriate to the subject matter and format, including introductions and annotations that explain form, transmission, and historical and intellectual contexts.

- Describe the existing corpus that will serve as the basis of the text—the original (e.g., letters, manuscripts) and other published editions that you would use to produce the edition or translation.
- Describe your methods for producing the new text. Discuss how you will transcribe the text, verify the transcription, and write and research footnotes and other notations.
- Explain how you will deal with errors and variant readings in the original text or other existing editions.
- Describe the guidelines for annotation, introductions, indexes, and other scholarly apparatus. State whether the edition follows MLA, ADE, or another set of professional standards. If it does not, provide a rationale for departing from these standards.
- Describe how your scholarly introductions and explanatory annotations will establish the historical and intellectual contexts of the work(s) and will contribute to a better understanding of the source texts.
- *For projects at a planning stage*, if any of these methods or standards have yet to be determined, discuss how you will decide methodology or standards for the project during the period of performance.

If you are proposing a translation:

*For projects at a planning stage,*

- Discuss how you will use your award period to resolve any undetermined translation methods or practices, how you will determine which text of texts that will serve as the source text, and how you will select translators for any languages that are not covered by the language competencies of your core collaborators.

*For projects at the implementation stage,*

- Explain the criteria for selecting the text or texts that will serve as the source text for the translation.
- Explain the theory and methods of the translation.
- Explain how you will resolve challenges posed by a translation (including the degree of difficulty of the text).

If you are developing a digital edition or translation:

*For projects at a planning stage,*

- Discuss the criteria and process for determining the platforms for the digital management software and online dissemination or how these decisions will be made during the term of the award.
- Explain the decision of platform, software, and sustainability, or how these decisions will be made during the term of the award.
- Discuss how the digital edition will be designed with the research needs of your scholarly audience in mind.
- Discuss the criteria and process you will use to find a digital partner, if you have not identified one.
- Identify your project webpage or point to any online digital mock-ups (a reserved URL or a project webpage are encouraged, but not required).

*For projects at an implementation stage:*

- Explain the reasons for and advantages of producing a digital edition or translation as a means of dissemination.
- Discuss how a digital edition serves the research needs of your scholarly audience.
- Describe the organization and content of the digital edition, providing screenshots of the existing digital edition or mock-ups (with live URLs, when possible) in [Attachment 6: Samples](#).
- Identify the digital platforms you would use and how those platforms would facilitate the project goals for the identified audience. Where appropriate, provide information on pertinent technical standards and employing best practices, such as Text Encoding Initiative (TEI)-conformant markup, data management, and digital preservation infrastructure and policies.
- Describe the digital partners who will participate in the project and their activities. Discuss the methods for enhancing discoverability of the digital resource or content to aid the project's dissemination.
- Describe how you will maintain, support, and make available the project's digital results beyond the period of performance. Discuss a realistic timeframe of digital sustainability and how you will achieve it. Provide information on the ability and commitment of the hosting institution to ensure sustained access to collections or digital materials, as well as the project's financial sustainability.

**Work plan (approximately one page; aligns with [review criterion 4](#))**

- Outline the broad goals for the period of performance with a focus on outputs such as books, volumes or parts of volumes, total numbers of documents, or total word count for transcription or translation for the period of performance for this application. Discuss how you will use NEH funds to advance these goals.



- Refer the reader to [Attachment 2: Work plan](#) for your specific plans for each six-month increment for each of the collaborators. Do not duplicate that work plan here.
- *For projects at a planning stage*, describe in broad terms each proposed planning activity that will advance the project toward the implementation stage of an editorial project. Discuss how NEH funds will be used to advance the project toward an implementation phase.

**Final product and dissemination (approximately two pages; aligns with [review criterion 5](#))**

- Discuss publication arrangements, publicity plans, estimated prices, and any other user costs to access print and/or digital publication. Include pertinent correspondence with a print or digital publisher and other supporting documents in [Attachment 7: Appendices](#).
- Indicate whether any of the materials are still under copyright. If the project involves materials under copyright, discuss actions you have already taken to secure copyright permissions and specific steps you will take during the period of performance to secure the necessary permission to publish and to pay for any copyright fees, if necessary. Include pertinent correspondence with current rights holders in [Attachment 7: Appendices](#).
- Discuss the media chosen for the final product (printed books, digital materials, or some combination) and the reasons for this choice.
- If you are proposing print volumes, describe the organization and contents of the volumes that explain the basis for regular publication intervals. If you are proposing a digital edition, discuss the content and pacing of digital content releases for each six-month or annual period.
- *For projects at a planning stage*, if you have not already decided on a dissemination format, describe how you will decide what format (print, digital, or both) your project will use. Identify specific award outputs, for example, guides to editorial policies and workflow procedures, reports from planning meetings, signed copyright permissions contracts, digital sustainability and accessibility plans, letters of commitment or permission, and a publication contract.

This attachment must not exceed 12 pages. Name the file narrative.pdf.

**Attachment 2: Work plan (required)**

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

Describe the activities that will take place in each six-month period of your period of performance to achieve each of the proposed objectives. A table is recommended but a narrative description in six-month increments is allowable. Use a timeline that includes each activity and identifies responsible staff. Explain how outcomes from one activity will carry over into the next. For multi-institutional collaborative projects, discuss the distribution of responsibilities across each institution. As appropriate, identify meaningful support and collaboration with key stakeholders in planning, designing, and implementing activities.

NEH recommends you limit this attachment to two pages. Name the file workplan.pdf.

### **Attachment 3: List of key personnel (required)**

Provide a list, in alphabetical order, surnames first, of all collaborators, designating the project director and any co-director(s). If applicable, also include project advisors and advisory board members, whether paid or unpaid. Include institutional affiliations for all listed personnel. For those not affiliated with a nonprofit educational institution, provide occupation and employer; if none, list city and state of residence.

The names on this list should include all individuals named in the [Collaborators](#) section of the narrative, as well as those included in the budget.

NEH recommends you limit this attachment to one page. Name the file personnel.pdf.

### **Attachment 4: Résumés for key personnel (required)**

Include two-page résumés for each person identified as key personnel (such as directors, co-directors, collaborating scholars, editors, research assistants, and digital specialists). Include their current address, an e-mail address, highest degree earned with the name of the institution awarding the degree, professional positions held, institutional affiliations, and major publications.

NEH recommends you limit each résumé to two pages. Name the file resumes.pdf.

### **Attachment 5: Bibliography (required)**

The bibliography should consist of primary and secondary sources that relate directly to the project. It should also include all previously published editions of the text to be edited or previous translations into English of the text to be translated for this application submission. Include works that pertain to both the project's substance and its theoretical or methodological approaches, particularly those that make the case for a new edition or translation of a text or those that have benefitted from editions already completed with NEH funds. Reviewers will use the bibliography to assess your knowledge of the subject area and your previous edition's impact on the field, if applicable.

NEH recommends you limit your bibliography to five pages. You may use any standard citation format. Name the file bibliography.pdf.

### **Attachment 6: Samples (required)**

Your samples should illustrate the significance of the materials to be edited, show the degree of difficulty of the text, and illustrate the annotation policy, and be carefully checked for accuracy. Editorial samples are required for both planning and implementation grants.

You must submit two kinds of samples:

1. **Samples of the original materials you will edit or translate during the proposed period of performance.** These may be photocopies or digital scans of the original texts saved as PDFs or documents that form the basis of the new edition or translation. In the case of translation projects, in addition to facsimiles of the original text, you must provide a legible transcription of the text in the original language to allow for comparison to the translation sample provided.
2. **Samples of the final, edited material you will produce during the period of performance.** These must include examples of edited transcriptions with

representative footnotes or endnotes and annotations that represent the final print or digital product. In the case of a translation project, you must include a sample of a completed translation of at least two manuscript pages. For editions of texts in the original language that will not be translated into English for the project, the sample must include a brief English-language summary (about one paragraph) of the material's content in addition to the sample of the final edited text with example annotation.

Each kind of sample should be at least two pages in length, single-spaced. At a minimum, they should present two facing pages of the final print volume or screen text. Samples that exceed five pages are allowable but are generally not necessary. The total number of all sample pages in the attachment must not exceed 35 pages. If possible, use pages no larger than standard letter (8 1/2" x 11"). You may need to reduce the size of images.

You must draw your two required samples from the work for which you are requesting funding, not from work already submitted to a publisher or from a previous application whose plan of work you have already completed.

### **Samples of Digital Materials**

You may submit screenshots samples of work from your digital edition or a page(s) with live links to your digital edition in the **samples attachment**. These digital samples are optional unless you have received past NEH support for your digital edition.

*For projects at a planning stage*, you may provide website mocks-ups or design plans that indicate the current status of digital design or examples of existing digital products that the digital collaborators have produced, preferably for another edition or translation project. Samples of digital content are recommended, but not required, at the planning stage.

*For projects at the implementation stage producing a digital edition*, if you have received previous support from NEH for your project, you must provide screenshots of supported digital content or web links to your digital edition where you previously funded work may be assessed by reviewers. All embedded URLs should be available online during the review period and arrangements for password access if they are not yet public. For those projects that have not received a previous NEH implementation award, it is recommended (not required) that you provide sample screenshots of some existing digital products or those that your digital collaborators have produced, preferably from another edition or translation project to demonstrate your abilities and knowledge.

This attachment must not exceed 35 pages. Name the file samples.pdf.

### **Attachment 7: Appendices (optional)**

If applicable, include the following:

- copyright permissions allowing you to publish the proposed work, unless it is clearly in the public domain
- permissions from archives or other research venues granting you access to original documents where such access might be problematic
- contracts or letters of interest from print or digital publishers
- for project teams that include an individual who is awaiting the conferral of a degree and is serving as the project director or a co-director, a letter from the dean of the conferring school attesting that the individual has completed all degree requirements by the application deadline

- letters of institutional support from the sponsoring institution (and subrecipient institutions) that indicate that the edition or translation project contributes to its institutional mission and demonstrates a strong commitment to the project
- if you have received previous NEH support for this project, lists of publications from your project with dates, noting print or digital format, print runs, and usage or sales statistics

This attachment must not exceed 35 pages. Do not include letters of recommendation or assessments of previous applications. Name the file appendices.pdf.

**Attachment 8: Table of past productivity (required if your project has received previous NEH support)**

If you have received previous NEH support for this edition or translation as part of a longer, multi-year project, you must provide a table for each six-month period of the most recent NEH award (or two most recent awards, if applicable, up to six years) comparing in detail the stated goals of the work plan in the application or the revised work plan with actual accomplishments during the periods of performance.

- The first column of the table should contain an accurate description of the proposed activities, tasks, and goals from the original or revised work plan, including any stated grant outputs in specific terms, such as volumes, number of documents, or word counts.
- The second column of the table should indicate whether you completed the activities, task, or goal on time. In cases where you made changes or did not complete tasks on time, indicate when you completed (or will complete) them.

NEH recommends you limit this attachment to two pages. Name the file productivity.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 the month and end on the last day of the month. See [B2. Summary of Funding](#) for allowable periods of performance.

## **7. Project Director**

Provide the project director's name, title, and contact information. The project director is responsible for the oversight of all editorial content of the proposed project. You must notify the NEH Office of Grant Management immediately if you need to change project directors. The project director named on the SF-424 must be the same person listed in the narrative.

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](#).

## **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.

As a matter of programmatic policy, students should not receive academic credit for work they are paid to perform with NEH funds.

### **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**

As a matter of programmatic policy, you may not purchase equipment in this program.

## **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](#).

As a matter of programmatic policy, you may not purchase computers and peripherals in this program.

## **2. Publication Costs**

Enter the requested funds for publication costs, including the costs of documenting, preparing, publishing, or otherwise making available to others the findings and products of the work conducted under the award. As a matter of programmatic policy, this program does not support press subventions. Defined by the program, press subvention activities include, but are not limited to, editing or indexing by employees or contractors of a press, printing or other physical publication costs, and any expenses related to peer review. Digital open access fees, however, are not considered press subventions and you may request a total of up to \$5,000 toward digital open access fees. Include supporting information in your [budget justification](#).

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

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

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

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

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

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

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

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

If you choose one of these options, indicate this under [Indirect Cost Type](#). If you do not choose either of the above options, you may 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 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.

**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 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.

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**

As a matter of programmatic policy, you may not purchase equipment in this program.

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

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

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

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

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

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

1. Materials and Supplies

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

## 2. Publication Costs

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

## 3. Consultant Services

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

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

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

## 5. Subawards/Consortium/Contractual Costs

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

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

You will submit a Research and Related budget and budget justification for each subrecipient, which you will include in [Attachment 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

Leave this blank.

## 8. Other Costs

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

## **H. Indirect Costs: Budget Justification**

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

## **Attachments Form (Grants.gov form)**

You will upload your [Attachments](#) to Grants.gov using this form. The form accommodates up to fifteen attachments. **Attachments must be in Portable Document Format (.pdf).**

Convert all non-PDF files (i.e., Word, Excel, images) to PDFs. Occasionally, converting a document to PDF may alter its size. Confirm that attachments are within mandatory page limits before you submit the application. Do not attach files that have been password-protected, encrypted, or digitally signed. You must remove all such security features before attaching your files. Failure to do so may result in your application being rejected.



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

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

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

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

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

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

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

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

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

## **3. Unique Entity Identifier and System for Award Management**

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

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

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

## **Login.gov**

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

## **System for Award Management (SAM)**

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

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

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

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

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

## **Grants.gov**

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

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

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

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

## **4. Submission Dates and Times**

### **Drafts**

NEH encourages, but does not require, you to submit a draft for staff review. This optional review is not part of the formal selection process and has no bearing on the final funding decision. However, previous applicants have found it useful to determine if their project is eligible for funding in this program and to strengthen parts of their application.

You must submit your draft by September 30, 2024 (for proposals submitted for the 2024 deadline), or by September 29, 2025 (for proposals submitted for the 2025 deadline), at 11:59 p.m. Eastern Time.

Program officers will not review drafts submitted after this deadline. If you choose to submit a draft proposal, email it as an attachment to [editions@neh.gov](mailto:editions@neh.gov).

Draft proposals must be no more than six, single-space pages and must highlight these key aspects of the project:

- Discuss the significance of the text you will edit or translate for humanities scholars, whether any editions or translations of the work already exist, the inadequacies of existing editions or translations (if any), and the need for a scholarly edition or scholarly translation. Discuss how it will encourage new scholarship.
- In place of a budget, explain if the project is at a planning or implementation stage and discuss how NEH funding will advance work on the project. Program staff will not review draft budgets.
- List and discuss the qualifications of key personnel and their roles on the project.
- Describe the proposed selection criteria if the edition is not comprehensive.
- Explain the plans for and the purpose of scholarly introductions, annotations, and any other planned scholar apparatus.
- Discuss your translation theory and methods, if applying for support of a translation.
- Provide a justification for the proposed dissemination plan, whether print or digital. Discuss sustainability plans for digital editions.
- If you previously submitted a proposal to this program (including funded projects), you must submit a cover letter summarizing changes made in response to reviewer comments from your most recently submitted application. Program staff will not review drafts from applicants who NEH requires to submit this letter but fail to do so.

You may only submit one draft for review per deadline for each project. Program staff will review drafts in the order they receive them. If you have not yet received a draft response by November 1, you may check on the status of your draft review at [editions@neh.gov](mailto:editions@neh.gov).

## Applications

This notice covers the 2024 and 2025 Scholarly Editions and Translations competitions. The deadlines are:

December 4, 2024, 11:59 p.m. Eastern Time

December 3, 2025, 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 RQ-. 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:

- development of tools, including digital tools
- works undertaken for publication in recurrent publications such as magazines or scholarly journals
- translation of a text into a language other than English
- use of undergraduate students for translation
- digitizing or print publication of previously published materials or translations of existing editions without the addition of a new critical apparatus and scholarly material
- preparation or publication of textbooks, bibliographies, descriptive catalogs, dictionaries, encyclopedias, or databases
- preparation of anthologies or sourcebooks
- purchase of computers and peripherals
- purchase of equipment
- press subventions
- editions or translations of texts by living authors
- attendance at regularly occurring professional meetings
- funding conferences or other meetings for the purpose of dissemination or promotion of the completed edition
- costs for activities performed by federal entities or personnel
- 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

- 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. Significance:** the intellectual significance of the proposed text for humanities scholars, the need for a scholarly edition or translation of the material, and the edition's potential to stimulate new scholarship
- 2. Methods and execution:** the appropriateness of the selection criteria, editorial practices, and translation policies; the accuracy and quality of the samples; the clarity of expression in the application; the significance and quality of annotations; and, for translation projects, the accuracy and quality of the translation
- 3. Collaborators:** the qualifications, expertise, and levels of commitment of the project director and collaborators
- 4. Work plan and productivity:** the thoroughness and feasibility of the work plan, the likelihood that the proposed project will be successfully completed within the stated time frame, and the record of productivity if previously funded.
- 5. Publication goals:** the soundness and sustainability of the dissemination plans for producing an edition in print, digital, or a combination of formats

Each review criterion corresponds to specific sections of the narrative and other application components. See [D2. Content and Form of Application Submission](#) for additional information.

### 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 [editions@neh.gov](mailto:editions@neh.gov).

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

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

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

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

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

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

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

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

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

NEH will notify you of funding decisions by email in August 2025 (for proposals submitted to the 2024 deadline) or August 2026 (for proposals submitted to the 2025 deadline). 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 September 2025 (for proposals submitted to the 2024 deadline) or September 2026 (for proposals submitted to the 2025 deadline).

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

## **2. Administrative and National Policy Requirements**

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

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

### **Debarment, suspension, ineligibility, and voluntary exclusion certification**

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

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

If you cannot attest to the statements in this certification, explain why not in [Attachment 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](#).

## **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.

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  
[editions@neh.gov](mailto:editions@neh.gov)

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

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

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

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

[Federal Service Desk](#)

U.S. calls: 866-606-8220

International calls: +1 334-206-7828

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

[Grants.gov Applicant Support](#)

U.S. calls: 1-800-518-4726

International calls: +1-606-545-5035

[support@grants.gov](mailto:support@grants.gov)

Always obtain a case number when calling for support.

## H. Other Information

### Related funding opportunities

Scholars and researchers working without collaborators should consider applying for one of the individual grant programs offered by the Division of Research Programs, such as [Fellowships](#), [Public Scholars](#), or [Summer Stipends](#). Applicants pursuing complex, multi-year projects in the humanities are encouraged to consider funding opportunities for subsets of their projects that match specific NEH programs, rather than submitting applications for the entire project that may include unallowed activities or costs under a single NEH program. Applicants seeking support to prepare a co-authored or co-edited manuscript for publication, build a scholarly digital project, or convene scholars working towards one of these outputs should consider the [Collaborative Research](#) program offered by the Division of Research Programs.

Applicants seeking to build or digitize collections, create archives, or develop reference resources like dictionaries and encyclopedias should consider the [Humanities Collections and Reference Resources \(HCRR\)](#) program. Applicants seeking to address major challenges in preserving or providing access to humanities collections and resources should consider the [Research and Development](#) program. Both of these programs are offered by the Division of Preservation and Access.

Applicants seeking primarily to create or enhance experimental, computationally-based methods, techniques, or infrastructure that contribute to the humanities; pursue scholarship that examines the history, criticism, and philosophy of digital culture or technology and its impact on society; or conduct evaluative studies that investigate the practices and the impact of digital scholarship on research, pedagogy, scholarly communication, and public engagement should consider the [Digital Humanities Advancement Grants](#) program in the Office of Digital Humanities. Applicants for projects involving exhibitions, documentaries, or apps should consider the [Public Humanities Projects](#), [Media Projects](#), or [Digital Projects for the Public](#) programs offered by the Division of Public Programs. Applicants seeking support for empirical fieldwork should consider the [Archaeological and Ethnographic Field Research](#) program offered by the Division of Research Programs. Applicants for projects involving the linguistic documentation and analysis of endangered languages should consider the [Dynamic Language](#)

[Infrastructure—Documenting Endangered Languages](#) funding opportunities offered by the Division of Preservation and Access (institutions) and the Division of Research Programs (individuals) at NEH in conjunction with the National Science Foundation.

The [National Historical Publications and Records Commission \(NHPRC\)](#), National Archives, Washington, D.C., 20408, provides support for editions of American historical documents and records. You may request support from both NEH and NHPRC.

You may also find related funding opportunities with your state or jurisdictional humanities council. As mandated by Congress, approximately 40% of the NEH’s program budget supports these councils, which play a critical role in supporting the NEH’s mission and goals at a local, grassroots level. Contact information for each council can be found here: <https://www.neh.gov/about/state-humanities-councils>.

## **Privacy policy**

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

## **Application completion time**

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

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