Trans-Atlantic Platform: Democracy, Governance, and Trust
Addendum for proposals to the National Endowment for the Humanities

Note: This addendum contains agency-specific information for U.S.-based institutions submitting proposals for National Endowment for the Humanities (NEH) funding in response to the Trans-Atlantic Platform Democracy, Governance, and Trust (T-AP DGT) Call for Proposals. Please see the T-AP website for links to the main Call for Proposals and Addenda for all funders. International teams will submit proposals through the T-AP DGT online portal hosted by the São Paulo Research Foundation (FAPESP).

To be considered for funding from NEH, proposals must be compliant with the T-AP DGT Call for Proposals and this Addendum, including the NEH budget instructions.

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Applicable Federal Assistance Listing Number: 45.161

I. Program Description
See the T-AP DGT Call for Proposals for a full description of the program.

Humanities Purview
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."

Learn more about NEH.

NEH Areas of Interest
NEH is especially interested in supporting projects that advance its ongoing initiatives, *American Tapestry: Weaving Together Past, Present, and Future* and *United We Stand: Connecting Through Culture*.

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

II. Award information

NEH will provide funding in the form of grants.

U.S. institutions may request up to $200,000.

NEH anticipates awarding approximately $1,000,000 among an estimated 5 recipients.

NEH does not require cost sharing in this program.

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.

Please see the [T-AP DGT Call for Proposals](#) for more details.

III. Eligibility Information

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.

Other Eligibility Information
You may submit multiple applications for separate and distinct projects under this notice. An individual may not serve as project director for multiple proposed projects under this notice.

Degree candidates may not serve as principal investigators.

Per [2 CFR § 200.403(f)](#), you must not include the same project costs in more than one application for federal funding and/or approved federal award budget. However, you may submit multiple proposals for **complementary** aspects of the same overall project. NEH may disallow costs or reject applications that include overlapping project costs. An individual's level of effort cannot exceed 100% across multiple active federally funded awards.

NEH does not issue awards to other federal entities. If your project is so closely intertwined with a federal entity that the project takes on characteristics of the federal entity's own authorized activities, it is ineligible.

NEH does not provide financial assistance to foreign institutions or organizations. If you are an eligible domestic entity, you may apply for collaborative projects involving foreign organizations provided you do not use NEH funds for the purpose of issuing subawards to any foreign

organization, as defined in 2 CFR §§ 200.1 and .331(a). You may obtain the services of foreign individuals and consultants to carry out programmatic activities on a fee-for-service basis, as specified in 2 CFR § 200.459. You may obtain goods and services from foreign vendors, such as in-country transportation services, in accordance with 2 CFR § 200.331(b).

IV. Proposal and Submission Information

International teams will submit proposals through the T-AP DGT online portal. The T-AP DGT Call for Proposals provides detailed instructions about the required content and format of the proposal.

System for Award Management (SAM)
Before application submission, 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.

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.

Contact the Federal Service Desk if you have questions.

Additional Documents File
In addition to the documents requested in the T-AP DGT Call for Proposals (the Research Proposal, Requested Budget, Consent Form, and Proof of NOI submission), proposals that request funding from NEH must include the following items in the Additional Documents File:

Humanities Narrative and Work Plan (required)
This attachment must explain the project's significance for the humanities and provide a schedule reflecting the major activities described in the research proposal. Your narrative should be succinct, well organized, and free of technical terms and jargon so that reviewers can understand the proposed project.

Explain how the project advances methodologies in humanities research and/or addresses specific humanities questions or issues.

Describe the activities that will take place during the period of performance to achieve each of the proposed objectives. 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.

This attachment has a suggested length of two pages.

SF-424 Application for Federal Assistance – Short Organizational (required)
The SF-424 Application for Federal Assistance – Short Organizational form is available on the [NEH program page](). You must open and complete this form in Adobe Reader 8.0 or higher rather than in your web browser.

This form requests basic information about your institution. Leave sections 2, 3, and 4 blank. Complete all other sections.

In section 6, you must 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.

In 6c, provide the dates of your period of performance. It must be between 24 and 36 months and must start on September 1 or October 1, 2024.

In sections 7 and 8 you must identify the project director, who is responsible for the programmatic aspects and day-to-day management of the proposed project, and the grant administrator, who is 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.**

In section 9, you must identify the authorized organization representative (AOR) who is submitting the application on behalf of the institution. This person, often called an "authorizing official," is typically the institution's president, vice president, executive director, board chair, provost, or chancellor.

Research and Related Budget (required)
See the NEH Budget Instructions for the Trans-Atlantic Platform Democracy, Governance, and Trust Call for complete budget guidance.

Budget Justification (required)
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 budget form. The budget instructions provide detailed guidance on what to include in the budget justification.

Other Budget-Related Attachments (conditionally required)
See the complete NEH Budget Instructions for additional attachments that may also be required. These include subrecipient budgets, federally negotiated indirect cost rate agreements, and explanations of delinquent federal debt.

If your proposal is selected for funding over $100,000, you will be required to submit a Certification Regarding Lobbying and Standard Form-LLL, "Disclosure of Lobbying Activities" before NEH issues your award.

Funding Restrictions

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

- issuance of subawards to foreign institutions or organizations
- costs for activities performed by federal entities or personnel
- promotion of a particular political, religious, or ideological point of view
- advocacy of a particular program of social or political action
- support of specific public policies or legislation
- lobbying
- projects that fall outside of the humanities; the creation or performance of art; creative writing, autobiographies, memoirs, and creative nonfiction; policy studies; and social science research that does not address humanistic questions and/or utilize humanistic methods

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

V. Proposal Review

Peer reviewers will evaluate proposals according to the following criteria, which are listed in the T-AP DGT Call for Proposals:

a. **Intellectual merit:** What is the potential for the proposed activity to advance knowledge and understanding and new insights within its own field or across different fields?
b. **Relevance to the call:** Does the project promise to meet the objectives of the DGT call?
c. **Quality, innovation and feasibility of the research plan:** Is the proposed project addressing new questions and/or new approaches? Is the research plan well-specified and feasible? Does the research team have the appropriate resources to successfully complete the project? Does the project provide value for money?
d. **Broader impacts:** Does the proposal demonstrate the contribution that this project will make to society and/or to the pursuit of advancing academic inquiry? Where relevant, does the proposal describe the sustainability of any resulting tools or other research outcomes beyond the life of the project?
e. **Partnership and planning:** Does the proposal describe an effective and balanced transnational partnership? Is the partnership well-coordinated and does the partnership have appropriate plans in place to address collaboration, data management, project planning and dissemination?

All criteria are of equal importance.

For more information see the [T-AP DGT Call for Proposals](#).

NEH Review Process
NEH staff review all applications for eligibility, completeness, and responsiveness. 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.

Applicants may obtain the evaluations of their applications by sending an email message to research@neh.gov.

VI. Award Administration Information Addendum

Applicants will be notified by email in August 2024. Institutional grants administrators and project directors of successful applications will receive award documents by email in August 2024. Award documents will identify the relevant terms, conditions, and administrative requirements that pertain to successful applications. The Grant Management section of the NEH website outlines all the responsibilities of award recipients, including anti-lobbying restrictions.

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.

    a. **Federal Financial Report(s)**. You must submit the Federal Financial Report (SF-425) annually.
    b. **Performance Progress Report(s)**. You must submit a performance progress report annually.
    c. **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 reserves the right to terminate awards consistent with 2 CFR § 200.340.

VII. Other Information

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

Application completion time
The Office of Management and Budget requires federal agencies to supply information on the time needed to complete forms and also to invite comments on the paperwork burden. NEH

estimates that on average it takes sixty hours to complete an application. This estimate includes time for reviewing instructions; researching, gathering, and maintaining the information needed; and completing and reviewing the application. Time needed may vary from program to program.

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