



NATIONAL
ENDOWMENT
FOR THE
HUMANITIES

Sample Application

Program: Digital Humanities Start-Up Grants

Note: The attached sample application was awarded a grant during a previous competition. Note that resumes, letters of support, coversheets, and other pieces of the application that contain personal contact information have been removed.

Digital Humanities Start Up Grant

The Digital Corinth Synchronized Database Project

Abstract

With today's technology in databases and advanced networking, we have the ability to preserve historical records in a digital format and make them accessible through the world's research and educational networks. It is now possible to have photographs, video, field notes, laser scans, and architectural simulations accessible in very high resolution, permitting scrutiny of the minutest detail. Researchers, educators and librarians across all levels could have access to the same digital content for examination as part of a research initiative or to integrate into classroom curriculum. The Corinth Computer Project (<http://corinthcomputerproject.org>) shares this vision and has agreed to collaborate with MAGPI and Internet2 to create The Digital Corinth Synchronized Database Project.

The concept began when researchers and educators met both in person and virtually during the fall Internet2 Member Meeting in 2005 to discuss the possibility of using modern technologies to preserve digital representations of archaeological data at multiple sites around the globe and to synchronize these sites through the high performance capabilities of the world's research networks. This resulted in the formation of the Archaeology Special Interest Group, hosted by the research network for the United States (Internet2), and co-chaired by the Executive Director of the regional research network, MAGPI, and the Director of The University of Pennsylvania Museum of Archaeology and Anthropology. The concept of a global archaeological database was proposed and unanimously agreed upon as a benefit to the entire community. In a follow-up session during the Spring Internet2 member meeting in 2006, the scope was limited to a geographic region, thereby making the outcomes manageable and realistic. The benefits anticipated by the group included; digital preservation through international collaboration, archive and access functions to large-scale computer simulations and applications, and the construction of a central data repository accessible as a resource for both researchers and K-20 educators.

We propose to seek funding to implement a pilot program as a proof of concept for the larger initiative that would fully deploy the synchronized data storage and acquisition between the United States and Greece. This project will also establish the a model suitable to expand the program to include collections not only in Greece and at the University of Pennsylvania Museum of Archaeology and Anthropology, but other centers of archaeological data around the world.

Anticipated outcomes of this planning grant will be a technically sound and scalable model for the creation of a synchronized database on a common platform that will support advanced network applications through Internet2 and international partner NRENs (National Research and Education Networks). It will also include both a standards evaluation and recommendation, and a sustainable financial model for supporting the established database and expanding the project to include additional sites around the globe.

The Digital Corinth Synchronized Database Project

Table of Contents

Statement of Significance and Impact: Abstract	1
Project Participants	2
Project Team	2
Advisory Council.....	3
Project Narrative.....	4
Problem Definitions	4
Locating and Accessing Existing Data for Researchers	4
Standards for Cataloging, Digitization, Access and Retrieval	5
Accessing a Centralized Resources for K20 Educators	5
Proposed Resolutions	6
Locating and Accessing Existing Data for Researchers	6
Standards for Cataloging, Digitization, Access and Retrieval	7
Accessing a Centralized Resources for K20 Educators	9
New Tools for Archaeologists and K20 Educators.....	10
Work Plan and Achievable Outcomes.....	12
Evaluating the Outcomes of the Project	14
The Evolution of the Project	15
Budget.....	16
Appendices:	
A: Team Bios, Curriculum Vitae, and Resumes	
B: Team and Partner Profiles	
Letter of Support from Internet2	
Letter of Support from The American School of Classical Studies at Athens	
Letter of Support from WHYY	

The Project Team and Advisory Council

Project Team – Bios, CVs, and Resumes in Appendix A

Dr. David Gilman Romano – Primary Investigator and Sr. Resident Scientist for the Mediterranean Collection at the University of Pennsylvania Museum of Archaeology and Anthropology

Gregory D. Palmer – Project Co-Director and Executive Director of the Mid-Atlantic GigaPoP in Philadelphia for Internet2 (MAGPI), at the University of Pennsylvania

Ms Ann Doyle – Technical Adviser, Program Manager for the Internet2 Arts & Humanities Initiative

Technology Specialist – (To Be Announced)

Advisory Council

The advisory council for this project will provide vital feedback and guidance on the capture of digital content and the design of the synchronized databases. The areas where we will need the greatest expertise would include archaeology, database technology, graduate and undergraduate education, and K12 education. The following individuals have graciously offered to sit on this council and share their knowledge with the project team:

Charles Watkinson – Collaborator, Director of Publications, The American School of Classical Studies in Athens, Athens, Greece, Mellon Foundation/ascsa Digital Initiative

Dr. Gregory Crane – Director of The Perseus Project, Tufts University

David McKnight – Director of the Schoenberg Center for Electronic Text & Image, (SCETI), University of Pennsylvania

Dr. Robin Rhodes - Associate Professor of Art History, Notre Dame University

Ms Holly Jobe, Project Manager, “Classrooms of the Future” for the Department of Education in the Commonwealth of Pennsylvania.

Project Narrative

Problem Definitions

Locating and Accessing Existing Data for Researchers

A conservative estimate numbers the sites around the globe that have caches of Greek archaeological data in the hundreds. Today, each research initiative must search journals, publications, and websites to locate relevant information. Often, in the case of original field notes or film taken by predecessors, the material has degraded over time and is unable to be viewed, and conversely, new data or discoveries are not disseminated until publications are released. This makes the acquisition of information for new research initiatives labor intensive and expensive.

Institutions have recognized the value of preserving the various components of their collections into a digital format, but these are normally designed to accommodate commodity Internet connections with low speed with unpredictable levels of latency and congestion. The result often renders the content into a lower resolution and/or quality. In the case of digital simulations or high volume data sets, the content may not be attainable at all.

Standards for Cataloging, Digitization, Access, and Retrieval

There are several current efforts to standardize the methods whereby archaeological components are uniformly cataloged. But this is still a work in progress and the primary issue is gaining consensus within the community as to how this should be done. Digital preservation formats are also a problem, but less so since the means of transferring from one format to another do exist. It is a current challenge for any effort to

centralize a repository of digital objects since the capture and retrieval applications vary from program to program, requiring both the source and destination locations to acquire compatible software. This issue is compounded as new applications are being developed that take full advantage of broadband networks. A successful database will have the ability to present the data in multiple formats, scaled to accommodate the participants' bandwidth and mode of access.

The Internet has provided a near universal means of accessing simple information in the form of text, audio, and video archives but has not been able to keep up with the new applications for research and analysis such as MRIs, laser scans, and three-dimensional simulations that have revolutionized the ability of the researcher to visually portray their findings in a multimedia format. The ability to access these advanced technology tools is currently difficult at best, often requiring customized software with no clear direction on how to use the data, nor is there a universal index or centralized database that effectively makes the information available.

Accessing a Centralized Resource for Educators

K20 educators are faced with the same issues as the research community. Accessing content for classroom presentation or self study and incorporating the content into the curriculum is time consuming and often in a format unknown to the educator. The lack of a centralized resource in a specific subject can inhibit the use of outside information even though it is likely to be more current and visually stimulating to the student. From K12 world history classes to graduate studies in Greek civilization, a good

teacher will go beyond the textbook material and search out ancillary information to augment the lesson plan. Again this is difficult and time consuming without a centralized resource to draw upon.

Proposed Resolutions

Locating and Accessing Existing Data for Researchers

With today's technology, synchronized databases located in separate parts of the world are flexible enough to accommodate multiple content formats and methods of access. Large volumes of data can be uploaded locally to a device that will then automatically replicate the information to another site. Since the index and catalog systems are run on a common platform, queries applied through a single web interface will remain intact and behave in the same manner, regardless of the source or the destination. The database must also be engineered in such a manner that the addition of new material, which could vary in size and type including, but certainly not limited to; text documents, digital multimedia, scanned artifacts, and architectural simulations. The process whereby the content is added by archaeologists and digital librarians needs to be as simple as possible, thus ensuring a dynamic database that is continuously updated.

What distinguishes the Digital Corinth Synchronized Database Project is the utilization of the high capacity networks that are proliferating around the world. Today there are 47 inter-connected national networks devoted to research and education, providing a communications pathway for high end applications and large-scale data transfers. An example of an internationally accessible database is the Prous Science Company

(<http://www.prous.com>), where up-to-date medical and drug research is made publicly available in multiple formats. In addition to the standard Internet, Prous uses the high performance network of Spain to tap into the global research community.

The establishment of two sites initially, leading up to many sites in the expanded version of this project, provides local access with global distribution capabilities. New applications and content can be introduced to the local device as they arise and then be replicated to the site in the U.S. When dealing with particularly large datasets that are frequently accessed, it is still more efficient to bring the data as close to the user as possible, in this case, that would mean placing database systems within the U.S. and Greece. Ultimately, database servers could be placed in key locations around the world, each one synchronized with the others.

Standards for Cataloging, Digitization, Access, and Retrieval

One of the objectives within this grant request is to work collaboratively with existing organizations that have funded initiatives working towards building and standardizing digital archives. We will integrate the most appropriate solutions into our study on the international database project and establish independent recommendations for future initiatives. To list a few of the works in progress:

The Corinth Computer Project – David G. Romano, Director

<http://corinthcomputerproject.org>

The Perseus Digital Library –* Gregory Crane, Ph.D. Editor in Chief, Tufts University

<http://www.perseus.tufts.edu>

* Member of the Digital Corinth Synchronized Database Project Advisory Council

Digital Archaeological Archive of Comparative Slavery – Thomas Jefferson Foundation

<http://www.daacs.org>

Archaeology Data Service – University of York, York, UK

<http://ads.ahds.ac.uk/project/about.html>

The Library of Congress

<http://www.digitalpreservation.gov/>

National Digital Information Infrastructure and Preservation Program

PADI – Preserving Access to Digital Information

<http://www.nla.gov.au/padi/about.html>

DPC – Digital Preservation Coalition

<http://www.dpconline.org/graphics/>

SCETI – Schoenberg Center for Electronic Text Image – * David McKnight, Director

<http://dewey.library.upenn.edu/sceti/flash.cfm?CFID=10919664&CFTOKEN=68131474>

* Member of the Digital Corinth Synchronized Database Project Advisory Council

Accessing a Centralized Resource for Educators

In addition to the research community, we feel there is a tremendous benefit in making the database accessible to K-20 educators. In order to fully understand the needs of distinct levels of academic maturity, this project would include both K12 and higher education faculty on an advisory council with the objective of designing a retrieval platform that is able to satisfy multiple levels of pedagogical requirements. In much the same fashion as the NEH sponsored website “Edsitement” (<http://edsitement.neh.gov/>), this would include guidelines and instructions for incorporating the archived material into the curriculum.

At the time of this writing, MAGPI has over 300 school districts and 70 higher education institutions connected through a broadband network with an additional 400 school districts expected in the next 12 months. This has been possible due to collaborative efforts with the Departments of Education in Pennsylvania and Delaware, and the state network in New Jersey, NJEDGE. Nationwide, Internet2 has over 46,000 academic and research institutions connected in a high performance network environment. When the Digital Corinth Synchronized Database Project is completed, the research and educational communities in the United States will have access to a new and valuable technology tool, and a working model for future educational technology initiatives.

The Corinth Computer Project and Synchronized Databases,
New Tools for Archaeologists and K20 Educators

The Corinth Computer Project will be the focus for our proposal to bring new application tools to the archaeological community. This particular project has been chosen because of the existing digital content and the permissions to use that data as we build the international database model. Also, the endorsement of the University of Pennsylvania Museum of Archaeology and Anthropology ensures a collaborative environment from the beginning. The Corinth Computer Project makes the creation of a model based on synchronized databases realistic within the limitations of this grant funding. It also encompasses many similar objectives to this pilot program, including digital preservation, advanced modeling and computer simulations, public access, and a central resource for K-20 education.

The Corinth Computer Project of the University of Pennsylvania and its collaborator in Greece, The American School of Classical Studies in Athens (<http://www.ascsa.edu.gr/>), are developing a computerized architectural and topographical survey of the Roman colony of Corinth. The field work has been carried out under the auspices of the Corinth Excavations by Dr. Charles K. Williams II, Director, 1967-1995; and Dr. Guy Sanders, Director, 1995-present.

The original objectives were to study the nature of the city planning process during the Roman period at Corinth; to gain a more precise idea of the order of accuracy

of the Roman surveyor; and to create a highly accurate computer-generated map of the ancient city whereby one could discriminate between and study the successive chronological phases of the city's development. The fieldwork for the Corinth Computer Project was largely completed between 1988-1997 although the study and synthesis of the data still continues. A description of the methods of the project and the results of the work since 1997 can be viewed at <http://corinthcomputerproject.org> .

One of the principle aspects of the work has been the careful digitization of the published actual-state drawings of the buildings and monuments of the city excavated by the American School of Classical Studies. These plans, that include floor plans and elevations, have been associated with the specific and detailed information from excavation, creating a huge architectural database that describes the entire excavated city. Each drawn line is now coded with information that identifies the chronology, function, material and bibliographic reference for each wall, block, foundation or column, etc. After 20 years of work there are now over 400 complex drawings that have been digitized and geo-referenced, based on the above-ground surveys of the ancient city of Corinth.

Going forward, the facilitators of this project believe that the utilization of the world's high performance research networks will be the best vehicle as an original source tool for research and the distribution of K20 educational content regarding the ancient city of Corinth. Furthermore, the directors of this project intend to design, develop and implement a dynamic digital database, linked initially to the University of Pennsylvania and eventually integrated with other corresponding aspects of ancient Greece from

collections around the world. The dynamic system would include an interface that scholars, students, and K20 educators could enter at different levels, -- with hooks to a real-time, relational database, providing dynamic, updated media rich content.

For many years the Corinth Computer Project has been directly linked to the Perseus Project (<http://www.perseus.tufts.edu>). For instance, some of the buildings from the ancient city of Corinth have been directly linked via Perseus to the building descriptions by ancient authors. Photographs and video exist of the buildings and monuments, and the current plan is to be able to upload a variety of media to the Digital Corinth Synchronized Database Project from both Greece and the United States and have the data replicated automatically at both sites.

Work Plan and Achievable Outcomes

The Digital Corinth Synchronized Database Project, when completed, will provide a working model that combines the content of the Corinth Computer Project with the Terabyte storage facilities of the WHY Y Public Broadcasting Station and dynamically link these two components with a database search engine located at the American School of Classical Studies at Athens. A web interface will provide transparent access to the data from any institution or classroom with connectivity to Internet2 or a similar advanced research and education network.

During the process, the combined team members and advisory council will review multiple methods for acquiring, archiving and presenting digital content and will prepare

a report on the methods most successful for this initiative. This will effectively quantify the procedures according to cost, effort, and quality of the results and will be used in the subsequent project plan. The report will be published on the project website.

One of the principle aspects of the Corinth Computer Project has been the careful digitization of the published actual-state drawings of the buildings and monuments of the city excavated by the American School of Classical Studies. These plans, that include floor plans and elevations, have been associated with the specific and detailed information from excavation, creating a huge architectural database that describes the entire excavated city. Each drawn line is now coded with information that identifies the chronology, function, material and bibliographic reference for each wall, block, foundation or column, etc. After 20 years of work they now have over 400 complex drawings that have been digitized and geo-referenced together, based on our own above-ground survey of the ancient city of Corinth. The tasks that will be accomplished as part of the database project is to convert the architectural drawings that have been digitized in AutoCAD to ArcGIS.

In addition, the team will interact with K20 educators to create a trial lesson plan that incorporates the digital content into a classroom environment and sets the stage for the next phase. For K12s, the age group will be consistent with the material and Pennsylvania state standards. As an undergraduate lesson, we will follow the recommendation of Dr. Rhodes. In all cases, including high level graduate study, the class will use the appropriate technology based on access to advanced networks.

Evaluating the Outcomes of the Digital Corinth Synchronized Database Project

It is imperative to assess the accomplishments of this project and how the results will benefit future initiatives. We propose to assess the following measurements as criterion for use in developing the subsequent proposal aimed at a broader implementation of synchronized archaeological databases.

Digital capture methodology – As multiple approaches to the capture and conversion process of digital content are explored, each method will be defined and rated in order of degree of difficulty, limitations to end user access, and overall cost of the capture process as exemplified by the AutoCAD to ArcGIS challenge.

Archive and retrieval of digital content – Using the WHYI storage facility and the 100 Mbps connection to MAGPI, a detailed measurement of access time and time to display relative to file size will be recorded and presented in the final report.

Latency across international peering connections – In order to fully realize the value of the international high performance networks and their ability to transmit high volume data files, Internet2 will record sessions through their “End-to-End Performance Initiative.”

Educational value across K20 – The effective use of digital content in the classroom through high performance network connections is still in its infancy. We will assess the value of the role this plays in the curriculum through surveys aimed at K12, undergraduate, and graduate faculty and students.

The Evolution of the Digital Corinth Synchronized Database Project

The information gathered and analyzed during the proposed start-up grant will be directly applied to the next phase of this project which is multi-faceted in its approach to both archaeological research and K20 education. The focus on ancient Greek culture will continue, using additional digital content from the American School for Classical Studies at Athens, other collections in Greece, the University of Pennsylvania Museum of Archaeology and Anthropology, and elsewhere.

The intent is to add at least one additional site that includes both storage and database functions, adding a level of complexity to the synchronization and indexing processes. The additional site(s) will vastly increase the value of the content to the research and education communities, bringing a wider range of material in the forms of text, laser scanned artifacts, and 3-D simulations to name a few.

Another component that was proposed via the Internet2 Archaeology Special Interest Group was the ability to post scholarly publications and invite comments, annotations, and challenges without affecting the source document. In education, this could be particularly effective for existing and new authors, enabling an online interaction within the community, with the ancient digital content available to emphasize the discussion.

NATIONAL ENDOWMENT FOR THE HUMANITIES

THREE-YEAR BUDGET FORM

Project Director: _____

Applicant Organization: _____

Requested Grant Period From (mo/yr): _____ Thru (mo/yr): _____

If this is a revised budget, indicate the NEH application/grant number: _____

*The three-column budget has been developed for the convenience of those applicants who wish to identify the project costs that will be charged to NEH funds and those that will be cost shared. **FOR NEH PURPOSES, THE ONLY COLUMN THAT NEEDS TO BE COMPLETED IS COLUMN C.** The method of cost computation should clearly indicate how the total charge for each budget item was determined. If more space is needed for any budget category, please follow the budget format on a separate sheet of paper. Click [HERE](#) to see the detailed instructions.*

SECTION A – Year #1

Budget detail for the period FROM (mo/yr): _____ THRU (mo/yr): _____

When the proposed grant period is eighteen months or longer, project expenses for each twelve-month period are to be listed separately and totaled in the last column of the budget. For projects that will run less than eighteen months, only the last column of the budget should be completed.

1. Salaries and Wages

Provide the names and titles of the principal project personnel. For support staff, include the title of each position and indicate in brackets the number of persons who will be employed in that capacity. For persons employed on an academic year basis, list separately any salary charge for work done outside the academic year.

Name/Title of Position	No.	Method of Cost Computation (see sample)	NEH Funds (a)	Cost Sharing (b)	Total (c)
_____	[]	_____	\$ _____	\$ _____	\$ _____
_____	[]	_____	\$ _____	\$ _____	\$ _____
_____	[]	_____	\$ _____	\$ _____	\$ _____
_____	[]	_____	\$ _____	\$ _____	\$ _____
_____	[]	_____	\$ _____	\$ _____	\$ _____
_____	[]	_____	\$ _____	\$ _____	\$ _____
_____	[]	_____	\$ _____	\$ _____	\$ _____
SUBTOTAL			\$ _____	\$ _____	\$ _____

2. Fringe Benefits

If more than one rate is used, list each rate and salary base.

Rate	Salary Base	(a)	(b)	(c)
_____ % of \$ _____	_____	\$ _____	\$ _____	\$ _____
_____ % of \$ _____	_____	\$ _____	\$ _____	\$ _____
_____ % of \$ _____	_____	\$ _____	\$ _____	\$ _____
SUBTOTAL		\$ _____	\$ _____	\$ _____

3. Consultant Fees

Include payments for professional and technical consultants and honoraria.

Name or type of consultant	No. of days on project	Daily rate of compensation	NEH Funds (a)	Cost Sharing (b)	Total (c)
_____	_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____	\$ _____
SUBTOTAL			\$ _____	\$ _____	\$ _____

4. Travel

For each trip, indicate the number of persons traveling, the total days they will be in travel status, and the total subsistence and transportation costs for that trip. When a project will involve the travel of a number of people to a conference, institute, etc., these costs may be summarized on one line by indicating the point of origin as "various." All foreign travel must be listed separately.

From/To	#	*	Subsistence Costs +	Transportation Costs =	(a)	(b)	(c)
_____	[]	[]	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	[]	[]	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	[]	[]	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	[]	[]	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	[]	[]	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	[]	[]	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
SUBTOTAL					\$ _____	\$ _____	\$ _____

- Number of persons * - Total travel days

5. Supplies and Materials

Include consumable supplies, materials to be used in the project and items of expendable equipment (i.e., equipment items costing less than \$5,000 and with an estimated useful life of less than a year).

Item	Basis/Method of Cost Computation	(a)	(b)	(c)
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
SUBTOTAL		\$ _____	\$ _____	\$ _____

9. Indirect Costs

This budget item applies only to institutional applicants. If indirect costs are to be charged to this project, **CHECK THE APPROPRIATE BOX BELOW** and provide the information requested. Refer to the budget instructions for explanations of these options.

- Current indirect cost rate(s) has/have been negotiated with federal agency. (Complete items A and B.)
- Indirect cost proposal has been submitted to a federal agency, but not yet negotiated. (Indicate the name of the agency in Item A and show proposed rate(s) and base(s) and the amount(s) of indirect costs in item B.)
- Indirect cost proposal will be sent to NEH if application is funded. (Provide in Item B an estimate of the rate that will be used and indicate the base against which it will be charged and the amount of indirect costs.)
- Applicant chooses to use a rate not to exceed 10% of direct costs, less distorting items, up to a maximum charge of \$5,000 per year. (Under Item B, enter the proposed rate, the base against which the rate will be charged, and the computation of indirect costs or \$5,000 per year, whichever value is less.)
- For Public Program projects only: Applicant is a sponsorship (umbrella) organization and chooses to charge an administrative fee of 5% of total direct costs. (Complete Item B.)

Item A. Name of federal agency: _____
Date of agreement: _____

Item B.

Rate(s)	Base(s)	NEH Funds (a)	Cost Sharing (b)	Total (c)
_____ % of \$ _____		\$ _____	\$ _____	\$ _____
_____ % of \$ _____		\$ _____	\$ _____	\$ _____
_____ % of \$ _____		\$ _____	\$ _____	\$ _____
TOTAL INDIRECT COSTS		\$ _____	\$ _____	\$ _____

10. Total Project Costs \$ _____ \$ _____ \$ _____
(Direct and Indirect) for budget period.

NATIONAL ENDOWMENT FOR THE HUMANITIES THREE-YEAR BUDGET FORM

Project Director: _____

Applicant Organization: _____

Requested Grant Period From (mo/yr): _____ Thru (mo/yr): _____

If this is a revised budget, indicate the NEH application/grant number: _____

*The three-column budget has been developed for the convenience of those applicants who wish to identify the project costs that will be charged to NEH funds and those that will be cost shared. **FOR NEH PURPOSES, THE ONLY COLUMN THAT NEEDS TO BE COMPLETED IS COLUMN C.** The method of cost computation should clearly indicate how the total charge for each budget item was determined. If more space is needed for any budget category, please follow the budget format on a separate sheet of paper.*

SECTION A – Year #2 (if needed)

Budget detail for the period FROM (mo/yr): _____ THRU (mo/yr): _____

When the proposed grant period is eighteen months or longer, project expenses for each twelve-month period are to be listed separately and totaled in the last column of the summary budget. For projects that will run less than eighteen months, only the last column of the summary budget should be completed.

1. Salaries and Wages

Provide the names and titles of the principal project personnel. For support staff, include the title of each position and indicate in brackets the number of persons who will be employed in that capacity. For persons employed on an academic year basis, list separately any salary charge for work done outside the academic year.

Name/Title of Position	No.	Method of Cost Computation (see sample)	NEH Funds (a)	Cost Sharing (b)	Total (c)
_____	[]	_____	\$ _____	\$ _____	\$ _____
_____	[]	_____	\$ _____	\$ _____	\$ _____
_____	[]	_____	\$ _____	\$ _____	\$ _____
_____	[]	_____	\$ _____	\$ _____	\$ _____
_____	[]	_____	\$ _____	\$ _____	\$ _____
_____	[]	_____	\$ _____	\$ _____	\$ _____
_____	[]	_____	\$ _____	\$ _____	\$ _____
SUBTOTAL			\$ _____	\$ _____	\$ _____

2. Fringe Benefits

If more than one rate is used, list each rate and salary base.

Rate	Salary Base	(a)	(b)	(c)
_____ % of \$ _____	_____	\$ _____	\$ _____	\$ _____
_____ % of \$ _____	_____	\$ _____	\$ _____	\$ _____
_____ % of \$ _____	_____	\$ _____	\$ _____	\$ _____
SUBTOTAL		\$ _____	\$ _____	\$ _____

3. Consultant Fees

Include payments for professional and technical consultants and honoraria.

Name or type of consultant	No. of days on project	Daily rate of compensation	NEH Funds (a)	Cost Sharing (b)	Total (c)
_____	_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____	\$ _____
SUBTOTAL			\$ _____	\$ _____	\$ _____

4. Travel

For each trip, indicate the number of persons traveling, the total days they will be in travel status, and the total subsistence and transportation costs for that trip. When a project will involve the travel of a number of people to a conference, institute, etc., these costs may be summarized on one line by indicating the point of origin as "various." All foreign travel must be listed separately.

From/To	#	*	Subsistence Costs +	Transportation Costs =	(a)	(b)	(c)
_____	[]	[]	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	[]	[]	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	[]	[]	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	[]	[]	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	[]	[]	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	[]	[]	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
SUBTOTAL					\$ _____	\$ _____	\$ _____

- Number of persons * - Total travel days

5. Supplies and Materials

Include consumable supplies, materials to be used in the project and items of expendable equipment (i.e., equipment items costing less than \$5,000 and with an estimated useful life of less than a year).

Item	Basis/Method of Cost Computation	(a)	(b)	(c)
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
SUBTOTAL		\$ _____	\$ _____	\$ _____

9. Indirect Costs

This budget item applies only to institutional applicants. If indirect costs are to be charged to this project, **CHECK THE APPROPRIATE BOX BELOW** and provide the information requested. Refer to the budget instructions for explanations of these options.

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- Indirect cost proposal has been submitted to a federal agency, but not yet negotiated. (Indicate the name of the agency in Item A and show proposed rate(s) and base(s) and the amount(s) of indirect costs in item B.)
- Indirect cost proposal will be sent to NEH if application is funded. (Provide in Item B an estimate of the rate that will be used and indicate the base against which it will be charged and the amount of indirect costs.)
- Applicant chooses to use a rate not to exceed 10% of direct costs, less distorting items, up to a maximum charge of \$5,000 per year. (Under Item B, enter the proposed rate, the base against which the rate will be charged, and the computation of indirect costs or \$5,000 per year, whichever value is less.)
- For Public Program projects only: Applicant is a sponsorship (umbrella) organization and chooses to charge an administrative fee of 5% of total direct costs. (Complete Item B.)

Item A. Name of federal agency: _____
Date of agreement: _____

Item B.

Rate(s)	Base(s)	NEH Funds (a)	Cost Sharing (b)	Total (c)
_____ % of \$ _____		\$ _____	\$ _____	\$ _____
_____ % of \$ _____		\$ _____	\$ _____	\$ _____
_____ % of \$ _____		\$ _____	\$ _____	\$ _____
TOTAL INDIRECT COSTS		\$ _____	\$ _____	\$ _____

10. Total Project Costs \$ _____ \$ _____ \$ _____
(Direct and Indirect) for budget period.

NATIONAL ENDOWMENT FOR THE HUMANITIES

THREE-YEAR BUDGET FORM

Project Director: _____

Applicant Organization: _____

Requested Grant Period From (mo/yr): _____ Thru (mo/yr): _____

If this is a revised budget, indicate the NEH application/grant number: _____

*The three-column budget has been developed for the convenience of those applicants who wish to identify the project costs that will be charged to NEH funds and those that will be cost shared. **FOR NEH PURPOSES, THE ONLY COLUMN THAT NEEDS TO BE COMPLETED IS COLUMN C.** The method of cost computation should clearly indicate how the total charge for each budget item was determined. If more space is needed for any budget category, please follow the budget format on a separate sheet of paper.*

SECTION A – Year #3 (if needed)

Budget detail for the period FROM (mo/yr): _____ THRU (mo/yr): _____

When the proposed grant period is eighteen months or longer, project expenses for each twelve-month period are to be listed separately and totaled in the last column of the summary budget. For projects that will run less than eighteen months, only the last column of the summary budget should be completed.

1. Salaries and Wages

Provide the names and titles of the principal project personnel. For support staff, include the title of each position and indicate in brackets the number of persons who will be employed in that capacity. For persons employed on an academic year basis, list separately any salary charge for work done outside the academic year.

Name/Title of Position	No.	Method of Cost Computation (see sample)	NEH Funds (a)	Cost Sharing (b)	Total (c)
_____	[]	_____	\$ _____	\$ _____	\$ _____
_____	[]	_____	\$ _____	\$ _____	\$ _____
_____	[]	_____	\$ _____	\$ _____	\$ _____
_____	[]	_____	\$ _____	\$ _____	\$ _____
_____	[]	_____	\$ _____	\$ _____	\$ _____
_____	[]	_____	\$ _____	\$ _____	\$ _____
_____	[]	_____	\$ _____	\$ _____	\$ _____
SUBTOTAL			\$ _____	\$ _____	\$ _____

2. Fringe Benefits

If more than one rate is used, list each rate and salary base.

Rate	Salary Base	(a)	(b)	(c)
_____ % of \$ _____	_____	\$ _____	\$ _____	\$ _____
_____ % of \$ _____	_____	\$ _____	\$ _____	\$ _____
_____ % of \$ _____	_____	\$ _____	\$ _____	\$ _____
SUBTOTAL		\$ _____	\$ _____	\$ _____

3. Consultant Fees

Include payments for professional and technical consultants and honoraria.

Name or type of consultant	No. of days on project	Daily rate of compensation	NEH Funds (a)	Cost Sharing (b)	Total (c)
_____	_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____	\$ _____
SUBTOTAL			\$ _____	\$ _____	\$ _____

4. Travel

For each trip, indicate the number of persons traveling, the total days they will be in travel status, and the total subsistence and transportation costs for that trip. When a project will involve the travel of a number of people to a conference, institute, etc., these costs may be summarized on one line by indicating the point of origin as "various." All foreign travel must be listed separately.

From/To	#	*	Subsistence Costs +	Transportation Costs =	(a)	(b)	(c)
_____	[]	[]	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	[]	[]	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	[]	[]	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	[]	[]	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	[]	[]	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	[]	[]	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
SUBTOTAL					\$ _____	\$ _____	\$ _____

- Number of persons * - Total travel days

5. Supplies and Materials

Include consumable supplies, materials to be used in the project and items of expendable equipment (i.e., equipment items costing less than \$5,000 and with an estimated useful life of less than a year).

Item	Basis/Method of Cost Computation	(a)	(b)	(c)
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
SUBTOTAL		\$ _____	\$ _____	\$ _____

6. Services

Include the cost of duplication and printing, long distance telephone calls, equipment rental, postage, and other services related to project objectives that are not included under other budget categories or in the indirect cost pool. For subcontracts, provide an itemization of subcontract costs as an attachment.

Item	Basis/Method of Cost Computation	NEH Funds (a)	Cost Sharing (b)	Total (c)
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
	SUBTOTAL	\$ _____	\$ _____	\$ _____

7. Other Costs

Include participant stipends and room and board, equipment purchases, and other items not previously listed. Please note that “miscellaneous” and “contingency” are not acceptable budget categories. Refer to the budget instructions for the restriction on the purchase of permanent equipment.

Item	Basis/Method of Cost Computation	NEH Funds (a)	Cost Sharing (b)	Total (c)
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
	SUBTOTAL	\$ _____	\$ _____	\$ _____

8. Total Direct Costs (add subtotals of items 1 to 7) \$ _____ \$ _____ \$ _____

9. Indirect Costs

This budget item applies only to institutional applicants. If indirect costs are to be charged to this project, **CHECK THE APPROPRIATE BOX BELOW** and provide the information requested. Refer to the budget instructions for explanations of these options.

- Current indirect cost rate(s) has/have been negotiated with federal agency. (Complete items A and B.)
- Indirect cost proposal has been submitted to a federal agency, but not yet negotiated. (Indicate the name of the agency in Item A and show proposed rate(s) and base(s) and the amount(s) of indirect costs in item B.)
- Indirect cost proposal will be sent to NEH if application is funded. (Provide in Item B an estimate of the rate that will be used and indicate the base against which it will be charged and the amount of indirect costs.)
- Applicant chooses to use a rate not to exceed 10% of direct costs, less distorting items, up to a maximum charge of \$5,000 per year. (Under Item B, enter the proposed rate, the base against which the rate will be charged, and the computation of indirect costs or \$5,000 per year, whichever value is less.)
- For Public Program projects only: Applicant is a sponsorship (umbrella) organization and chooses to charge an administrative fee of 5% of total direct costs. (Complete Item B.)

Item A. Name of federal agency: _____
Date of agreement: _____

Item B.

Rate(s)	Base(s)	NEH Funds (a)	Cost Sharing (b)	Total (c)
_____ % of \$	_____	\$ _____	\$ _____	\$ _____
_____ % of \$	_____	\$ _____	\$ _____	\$ _____
_____ % of \$	_____	\$ _____	\$ _____	\$ _____
TOTAL INDIRECT COSTS		\$ _____	\$ _____	\$ _____

10. Total Project Costs \$ _____ \$ _____ \$ _____
(Direct and Indirect) for budget period.

SECTION B

SUMMARY BUDGET

Transfer from Section A the total costs (column C) for each category of project expense. When the proposed grant period is eighteen months or longer, project expenses for each twelve-month period are to be listed separately and totaled in the last column of the summary budget. For projects that will run less than eighteen months, only the last column of the summary budget should be completed.

<i>Budget categories</i>	First year from: thru:	Second year from: thru:	Third year from: thru:	TOTAL COSTS FOR ENTIRE GRANT PERIOD
1. Salaries and wages	\$ _____	\$ _____	\$ _____	= \$ _____
2. Fringe benefits	\$ _____	\$ _____	\$ _____	= \$ _____
3. Consultant fees	\$ _____	\$ _____	\$ _____	= \$ _____
4. Travel	\$ _____	\$ _____	\$ _____	= \$ _____
5. Supplies and materials	\$ _____	\$ _____	\$ _____	= \$ _____
6. Services	\$ _____	\$ _____	\$ _____	= \$ _____
7. Other costs	\$ _____	\$ _____	\$ _____	= \$ _____
8. Total direct costs (Items 1-7)	\$ _____	\$ _____	\$ _____	= \$ _____
9. Indirect costs	\$ _____	\$ _____	\$ _____	= \$ _____
10. Total project costs (direct and indirect)	\$ _____	\$ _____	\$ _____	= \$ _____

PROJECT FUNDING FOR ENTIRE GRANT PERIOD

1. Indicate the amount of outright and/or federal matching funds that is requested from NEH.
2. Indicate the amount of cash contributions that will be made by the applicant and cash and in-kind contributions made by third parties to support project expenses that appear in the budget. Cash gifts that will be raised to release federal matching funds should be included under "Third-party contributions." (Consult the program guidelines for information on cost sharing requirements.) When a project will generate income that will be used during the grant period to support expenses listed in the budget, indicate the amount of income that will be expended on budgeted project activities. Indicate funding received from other federal agencies.
3. Total Project Funding should equal Total Project Costs.

1. REQUESTED FROM NEH

Outright \$ _____

Federal Matching \$ _____

TOTAL NEH FUNDING \$ _____

2. COST SHARING

Applicant's contributions \$ _____

Third-party contributions \$ _____

Project income \$ _____

Other federal agencies \$ _____

TOTAL COST SHARING \$ _____

3. TOTAL PROJECT FUNDING (Total NEH Funding + Total Cost Sharing) : \$ _____

Submission of a Revised Budget

When submitting a revised budget, the Institutional Grant Administrator or Individual Applicant should provide the information requested below. The signature of this person indicates approval of the budget submission and the agreement of the organization/individual to cost share project expenses at the level under "Project Funding."

Name and Title: _____

Telephone: _____ E-mail: _____

Signature: _____ Date: _____