



NATIONAL ENDOWMENT FOR THE  
**Humanities**

OFFICE OF **DIGITAL HUMANITIES**

# **DIGITAL HUMANITIES IMPLEMENTATION GRANTS**

**Deadline: January 24, 2012**

Catalog of Federal Domestic Assistance (CFDA) Number: 45.169

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## **Questions?**

Contact the NEH Office of Digital Humanities (ODH) via e-mail at [odh@neh.gov](mailto:odh@neh.gov). Applicants wishing to speak to a staff member by telephone should provide in an e-mail message a telephone number and a preferred time to call. Hearing-impaired applicants can contact NEH via TDD at 1-866-372-2930.

## **I. Program Description**

This program is designed to fund the implementation of innovative digital-humanities projects that have successfully completed a start-up phase and demonstrated their value to the field. Such projects might enhance our understanding of central problems in the humanities, raise new questions in the humanities, or develop new digital applications and approaches for use in the humanities. The program can support innovative digital-humanities projects that address multiple audiences, including scholars, teachers, librarians, and the public. Applications from recipients of NEH's Digital Humanities Start-Up Grants are welcome.

Unlike NEH's start-up grant program, which emphasizes basic research, prototyping, experimentation, and potential impact, the Digital Humanities Implementation Grants program seeks to identify projects that have successfully completed their start-up phase and are well positioned to have a major impact.

Proposals are welcome for digital initiatives in any area of the humanities. Digital Humanities Implementation Grants may involve

- implementation of computationally-based methods or techniques for humanities research;
- implementation of new digital tools for use in humanities research, public programming, or educational settings;
- efforts to ensure the completion and long-term sustainability of existing digital resources (typically in conjunction with a library or archive);
- studies that examine the philosophical or practical implications of the use of emerging technologies in specific fields or disciplines of the humanities, or in interdisciplinary collaborations involving several fields or disciplines; or
- implementation of new digital modes of scholarly communication that facilitate peer review, collaboration, or the dissemination of humanities scholarship for various audiences.

Successful projects must make digital innovations and be significant to the humanities.

All projects must already have completed a start-up phase prior to application. The earlier phase of the project could have been supported by an NEH Digital Humanities Start-Up Grant or by another funding source. (Please see the Application and Submission Information section for more details.)

All funded projects will be required to submit a white paper at the end of the grant period. This white paper should document the project, including lessons learned, so that others can benefit. This white paper will be posted on the NEH website. (Please see the Award Administration Information section for more details.)

All proposals will be required to include both a *sustainability plan* that discusses long-term support for the project and a *data management plan* that discusses how research data will be preserved. (Please see the Application and Submission Information section for more details.)

### **Types of projects not supported**

Digital Humanities Implementation Grants may not be used for

- projects that mainly involve digitization;
- support for recurring publications (such as the creation of a journal);
- conferences, professional meetings, or workshops;
- acquisition of computer equipment or software in excess of 20 percent of the grant total;
- creative or performing arts;
- work undertaken in the pursuit of an academic degree;
- projects that seek to promote a particular political, religious, or ideological point of view; or
- projects that advocate a particular program of social action.

Research and development projects that seek to address major challenges in preserving or providing access to humanities collections and resources should consider another NEH grant program, [Preservation and Access Research and Development](#). Projects seeking to build or digitize collections, create general-use archives, or develop reference resources like dictionaries and encyclopedias should consider the [Humanities Collections and Reference Resources](#) program. Please contact ODH program staff if you have any questions.

### **Providing access to grant products**

As a taxpayer-supported federal agency, NEH endeavors to make the products of its grants available to the broadest possible audience. Our goal is for scholars, educators, students, and the American public to have ready and easy access to the wide range of NEH grant products. For the Digital Humanities Implementation Grants program, such products may include software code, algorithms, digital tools, reports, articles, and websites. For projects that lead to the development of such products, all other considerations being equal, NEH gives preference to those that provide free access to the public.

## **II. Award Information**

Awards are for one to three years. Awards range from \$100,000 to \$325,000.

During fiscal year 2012, NEH estimates that three to five awards will be made in this program.

### **Cost sharing**

Cost sharing consists of the cash contributions made to a project by the applicant, third parties, and other federal agencies, as well as third party in-kind contributions, such as donated services and goods. Although cost sharing is not required in this program, NEH is rarely able to support the full costs of projects approved for funding. In most cases, Digital Humanities Implementation Grants are expected to cover no more than 80 percent of project costs.

## **III. Eligibility**

Eligibility is limited to

- U.S. nonprofit organizations with IRS 501(c)(3) tax-exempt status; and
- state and local governmental agencies and federally recognized Indian tribal governments.

Individuals are not eligible to apply.

Degree candidates may not be project directors.

Project directors may submit only one application to this program at a time, although they may participate in more than one Digital Humanities Implementation Grant project. They may also apply for other NEH awards.

When two or more institutions or organizations collaborate on a project, one of them must serve as the lead applicant and administer the grant on behalf of the others.

NEH generally does not award grants to other federal entities or to applicants whose projects are so closely intertwined with a federal entity that the project takes on characteristics of the federal entity's own authorized activities. This does not preclude applicants from using grant funds from, or sites and materials controlled by, other federal entities in their projects.

Late, incomplete, or ineligible applications will not be reviewed.

## IV. Application and Submission Information

### HOW TO PREPARE YOUR APPLICATION

#### Application advice and draft proposals

Prior to submitting a proposal, applicants are encouraged to contact program officers who can offer advice about preparing the proposal and review draft proposals. These comments are not part of the formal review process and have no bearing on the final outcome of the proposal, but applicants in other programs have found them helpful in strengthening their applications. Program staff recommends that draft proposals be submitted at least six weeks before the deadline. Time constraints may prevent staff from reviewing draft proposals submitted after that date. Draft proposals must be submitted by e-mail attachment to [odh@neh.gov](mailto:odh@neh.gov).

You will prepare your application for submission via Grants.gov just as you would a paper application. Your application should consist of the following parts.

- 1. Table of contents**

List all parts of the application and corresponding page numbers.

- 2. List of participants**

On a separate page, list all project participants and collaborators and their institutional affiliations, if any. The names on this list should match the names mentioned in the staff section of the project's narrative description. The list is used to ensure that prospective reviewers have no conflict of interest with the projects that they will evaluate. This list should include advisory board members, if any.

- 3. Abstract and statements of innovation and humanities significance**

Provide a one-page abstract written for a nonspecialist audience, clearly explaining the project's principal activities, and its expected results.

After the abstract, provide the following two brief (no more than five hundred characters) statements:

**Statement of Innovation:** using the description of innovation found in the [Frequently Asked Questions document](#) as a starting point, briefly explain—in terms comprehensible to a general audience—how and why the project is innovative. It is appropriate to focus on the innovative work done during your start-up phase.

**Statement of Humanities Significance:** briefly explain—in terms comprehensible to a general audience—the humanities significance of the proposed project (i.e., what the project will contribute to a particular discipline or field, and what it will contribute to the humanities more generally).

#### 4. Narrative

The narrative should not assume specialized knowledge, and it should be free of jargon. It should clearly define technical terms so that they are comprehensible to a nonspecialist audience.

Applicants should provide an intellectual justification for the project and a work plan. The narrative should not exceed twenty double-spaced pages. All pages should have one-inch margins, and the font size should be no smaller than eleven point. The narrative should address the long-term goals for the project, as well as the activities that the Digital Humanities Implementation Grant would support. Applicants should keep in mind the criteria (see the Application Review section) used to evaluate proposals.

Provide a detailed project description that addresses the following topics.

- **Humanities significance**

Provide a clear and concise explanation—comprehensible to a general audience—of the project activities and the ultimate project results, including their intellectual value to scholars, students, and general audiences in the humanities. Describe the scope of the project activities, the major issues to be addressed, and their importance for the humanities. Describe the research questions to be addressed during the course of the work.

- **Innovation: methods and digital technology**

Describe in detail the project approach, explaining how it is innovative. For projects that are developing new methods, techniques, or tools, describe the technologies, platforms, and approach that you plan to use and how they will help you address your central research questions.

Applicants requesting complete or partial funding for the development, acquisition, preservation, or enhancement of geospatial data, products, or services must conduct a due diligence search on the [Geospatial One-Stop \(GOS\) Portal](#) to discover whether their needed geospatial-related data, products, or services already exist. If not, the proposed geospatial data, products, or services must be produced in compliance with applicable proposed guidance posted at [www.fgdc.gov](http://www.fgdc.gov). For further information on this requirement, please see [Article 34 of the General Terms and Conditions for Awards](#).

- **History of the project and start-up phase results**

The Digital Humanities Implementation Grants program funds projects that have already demonstrated their potential value during an earlier planning or start-up phase. Please describe this earlier work, as well as the results of any testing or evaluation of it. Explain why this project should now begin to be implemented.

Please provide references to this earlier work (e.g., by including URLs in this section of the narrative, or by providing relevant attachments in an appendix).

Provide a clear explanation of how the earlier start-up phase has positioned the project for successful execution. Describe how the implementation phase will enable the project to fulfill its goals.

Provide a concise history of the project, including previous related work, previous financial support, publications produced, and resources or research facilities available.

- **Environmental scan**

Provide a clear and concise summary of an environmental scan of the relevant field. The goal of an environmental scan is to take a careful look at similar work being done in the applicant's area of study. For example, if you are developing software to solve a particular humanities problem, please discuss similar software developed for other projects and explain how the proposed solution differs. If there are existing software products that could be adapted and re-used for the proposed project, please identify them and discuss the pros and cons of taking that approach. If there are existing humanities projects that are similar in nature to your project, please describe them and discuss how they relate to the proposed project. The environmental scan should make it clear that you are aware of similar work being done and should explain how your proposed project contributes to and advances the field.

- **Work plan**

- Include a schedule of important tasks and milestones for the length of the project. Describe each task in some detail, noting which team members will be involved.
- Identify any risks and note how they might adversely affect the overall schedule. Describe your strategies to mitigate these risks, so as to keep the project on budget and on schedule.
- Describe plans for evaluating the results of the project activities. These plans will typically involve people from outside your project team, for example, evaluators drawn from your intended audience.

- **Staff**

Identify the project director and collaborators who would work on the project during the proposed grant period. Explain how their technical competency and humanities qualifications will enable them to fulfill their responsibilities. Project directors must devote a significant portion of their time to their projects. All persons directly involved in the conduct of the proposed project—whether their salaries are paid from grant funds or cost share—should be listed here and in the budget, their anticipated commitments of time should be indicated, and the reasons for and nature of their collaboration should be explained.

If the project has an advisory board, provide a statement of its function here and a list of board members in the *résumés* section of the application, which is discussed below.

- **Final product and dissemination**

Describe the plans to disseminate the project results through various media (printed articles or books, presentations at meetings, electronic media, or some combination of these). Applicants should discuss how their white paper will detail the activities of the project and how it could be useful to the field.

Projects developing new software are encouraged to make the software free in every sense of the term, including the use, copying, distribution, and modification of the software. Open-source software or source code should preferably be made publicly available through an online repository such as SourceForge.

## 5. Sustainability plan

Applicants should prepare a sustainability plan for their project. This plan should discuss the long-term financial needs of the project and show how the project will continue to be able to meet its goals after the grant has ended. The plan must address potential institutional support or future funding streams necessary to allow the project to thrive beyond the grant period. The content of the plan will, of course, vary, depending on the activities being undertaken during the grant period. Applicants may wish to consult the NEH-funded Ithaka report “[Sustaining Digital Resources: A Briefing Paper for Leaders of Projects with Scholarly Content](#)” for tips on putting together their plan. The plan may not exceed three pages.

## 6. Data management plan

Applicants should prepare a data management plan for their project. The plan should describe how the project team will manage and disseminate data generated or collected by the project. For example, projects in this category may generate data such as software code, algorithms, digital tools, reports, articles, research notes, or websites.

In 2011, the National Science Foundation (NSF) began requiring all proposals to include data management plans. As a result, many universities and other institutions have developed data management policies and guidance for their faculty. NEH realizes that many institutions apply to both NEH and NSF, so it has made its data management plan requirement identical to NSF's. We hope that these identical policies will better enable grantees to take advantage of emerging data management resources at their home institutions. For further guidance on the content of this plan, please see [Data Management Plans for NEH Office of Digital Humanities Proposals and Awards](#) (PDF). The plan may not exceed two pages.

## 7. Project budget

Using the [instructions](#) (PDF) and the [budget template](#) (PDF), complete the [budget spreadsheet](#) (MS Excel format) or a format of your own that includes all the required information.

All project directors will attend a planning meeting at the NEH offices in Washington, D.C. Directors should budget accordingly for a one-day meeting in the first year of the requested grant period.

*Budget narrative* (optional)

If needed, include a brief narrative supplement to the budget, explaining projected expenses or other items in the financial information provided on the NEH budget form. The budget narrative may be single-spaced.

Applicants are advised to retain a copy of their budget form.

### 8. **Résumés**

Include brief (two-page) **résumés** for each of the principal project participants, as well as members of the advisory board.

### 9. **Letters of commitment and support**

Include letters of commitment from participants and cooperating institutions. Include letters of support (preferably no more than two) from experts in the project's subject area, the proposed methodology, or the technical plan.

### 10. **Appendices**

If applicable, include wireframes, screen shots, or other project schematics. Include as well relevant materials from the project's start-up phase—for example, evaluation reports that help explain the project's potential, initial results, or significance. Materials in this section may not exceed ten pages.

## **HOW TO SUBMIT YOUR APPLICATION VIA GRANTS.GOV**

### **Register or Verify Registration with Grants.gov**

Applications for this program must be submitted via [Grants.gov](https://www.grants.gov). Before using Grants.gov for the first time, each organization must register with the website to create an institutional profile. Once registered, your organization can then apply for any government grant on the Grants.gov website.

If your organization has already registered and you have verified that your registration is still valid, you may skip this step. If not, please see the Grants.gov [checklist](#) to guide you through the registration process. **We strongly recommend that you complete or verify your registration at least two weeks before the application deadline, as it takes time for your registration to be processed.** If you have problems registering with Grants.gov, call the Grants.gov help desk at 1-800-518-4726.

As part of the Grants.gov registration process, applicants are required to register with the [Central Contractor Registration](#) (CCR). Grantees are also required to maintain the currency of their information in the CCR by reviewing and updating their information at least annually after the initial registration, and more frequently if required by changes in information.



## Download the Free Adobe Reader software

To fill out a Grants.gov application package, you will need to download and install the current version of Adobe Reader. The latest version of Adobe Reader, which is designed to function with PCs and Macintosh computers using a variety of popular operating systems, is available at no charge from the Adobe website ([www.adobe.com](http://www.adobe.com)). Click on “Get Adobe Reader” and then “Download Now.”

Once installed, the current version of Adobe Reader will allow you to view and fill out Grants.gov application packages for any federal agency. If you have a problem installing Adobe Reader, it may be because you do not have permission to install a new program on your computer. Many organizations have rules about installing new programs. If you encounter a problem, contact your system administrator.

## Download the Application Package

To submit your application, you will need to download the application package from the [Grants.gov](http://Grants.gov) website. You can download the application package at any time. (You do not have to wait for your Grants.gov registration to be complete.) Click the button at the right to download the package.

Save the application package to your computer’s hard drive. To open the application package, select the file and double click. You do not have to be online to work on it.

You can save your application package at any time by clicking the “Save” button at the top of your screen. *Tip:* If you choose to save your application package before you have completed all the required forms, you may receive an error message indicating that your application is not valid. Click “OK” to save your work and complete the package another time. You can also use e-mail to share the application package with members of your organization or project team.

The application package contains four forms that you must complete in order to submit your application:

1. **Application for Federal Domestic Assistance—Short Organizational (SF-424 Short)**—this form asks for basic information about the project, the project director, and the institution.
2. **Supplementary Cover Sheet for NEH Grant Programs**—this form asks for additional information about the project director, the institution, and the budget.
3. **Project/Performance Site Location(s) Form**—this form asks for information about the primary site(s) at which grant activities will take place.
4. **Attachments Form**—this form allows you to attach your narrative, budget, and the other parts of your application.

To assist applicants, Grants.gov provides a helpful [troubleshooting](#) page.

## How to Fill Out the SF-424 Short Form

Select the form from the menu and double click to open it. In items 6, 7, 8, and 9 below, NEH recommends that the project title, brief project description, project director's name, primary contact/grants administrator's name, and authorized representative's name be typed directly onto the form, instead of being pasted in; pasted-in quotation marks, diacritics, and other symbols are often converted into question marks during transmittal.

Please provide the following information:

1. **Name of Federal Agency:** This will be filled in automatically with "National Endowment for the Humanities."
2. **Catalog of Federal Domestic Assistance Number:** This will be filled in automatically with the CFDA number and title of the NEH program to which you are applying.
3. **Date Received:** Please leave blank.
4. **Funding Opportunity Number:** This will be filled in automatically.
5. **Applicant Information:** In this section, please supply the name, address, employer/taxpayer identification number (EIN/TIN), DUNS number, website address, and congressional district of the institution. Also choose the "type" that best describes your institution (you only need to select one).

If your institution is located, for example, in the 5th Congressional District of your state, put a "5." If your institution doesn't have a congressional district (e.g., it is in a state or U.S. territory that doesn't have districts or is in a foreign country), put a "0" (zero).

All institutions applying to federal grant programs are required to provide a DUNS number, issued by Dun & Bradstreet, as part of their application. Project directors should contact their institution's grants administrator or chief financial officer to obtain their institution's DUNS number. Federal grant applicants can obtain a DUNS number free of charge by calling 1-866-705-5711. ([Learn more](#) about the requirement.)

6. **Project Information:** Provide the title of your project. Your title should be brief (no more than 125 characters), descriptive, and substantive. It should also be informative to a nonspecialist audience. Provide a brief (no more than one thousand characters) description of your project. The description should be written for a nonspecialist audience and clearly state the importance of the proposed work and its relation to larger issues in the humanities. List the starting and ending dates for your project.
7. **Project Director:** Provide the name, title, mailing address, e-mail address, and telephone and fax numbers for the project director.
8. **Primary Contact/Grants Administrator:** Provide the contact information for the official responsible for the administration of the grant (i.e., negotiating the project budget and ensuring compliance with the terms and conditions of the award). This person is often a grants or research officer, or a sponsored programs official. Normally, the Primary Contact/Grants Administrator is not the same person as the Project

Director. If the project director and the grants administrator are the same person, skip to Item 9.

9. **Authorized Representative:** Provide the 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 the president, vice president, executive director, provost, or chancellor. In order to become an AOR, the person must be designated by the institution’s E-Business Point of Contact. For more information, please consult the [Grants.gov user guide](http://www.grants.gov/applicants/app_help_reso.jsp), which is available at [www.grants.gov/applicants/app\\_help\\_reso.jsp](http://www.grants.gov/applicants/app_help_reso.jsp).

### How to Fill Out the Supplementary Cover Sheet for NEH Grant Programs

Select the form from the menu and double click to open it. Please provide the following information:

1. **Project Director:** Use the pull-down menu to select the major field of study for the project director.
2. **Institution Information:** Use the pull-down menu to select your type of institution.
3. **Project Funding:** Enter your project funding information. Note that applicants for Challenge Grants should use the right column only; applicants to all other programs should use the left column only.
4. **Application Information:** Indicate whether the proposal will be submitted to other NEH grant programs, government agencies, or private entities for funding. If so, please indicate where and when. NEH frequently cosponsors projects with other funding sources. Providing this information will not prejudice the review of your application.

For **Type of Application**, check “new” if the application requests a new period of funding, whether for a new project or the next phase of a project previously funded by NEH. Check “supplement” if the application requests additional funding for a current NEH grant. Applicants requesting a supplement should provide the current grant number. Before submitting an application for a supplement, applicants should discuss their request with an NEH program officer.

For **Project Field Code**, use the pull-down menu to select the humanities field of the project. If the project is multidisciplinary, choose the field that corresponds to the project’s predominant discipline.

### How to Fill Out the Project/Performance Site Location(s) Form

Select the form from the menu and double click to open it. Please provide the requested information. Instructions for the form can be found here: [grants.gov/assets/Forms/SF424Site\\_Location\\_Instructions.pdf](http://grants.gov/assets/Forms/SF424Site_Location_Instructions.pdf). Alternatively, instructions for each requested data element may be viewed by positioning your cursor over the blank field.

## How to Use the Attachments Form

You will use this form to attach the files that make up your application.

Your attachments must be in Portable Document Format (.pdf). We cannot accept attachments in their original word processing or spreadsheet formats. If you don't already have software to convert your files into PDFs, many low-cost and free software packages will do so. To learn more, go to <http://www.neh.gov/grants/manage/converting-your-documents-pdfs>

When you open the Attachments Form, you will find fifteen attachment buttons, labeled "Attachment 1" through "Attachment 15." By clicking on a button, you will be able to choose the file from your computer that you wish to attach. You must name and attach your files in the proper order so that we can identify them. Please attach the proper file to the proper button as listed below:

ATTACHMENT 1: To this button, please attach your **table of contents**. Name the file "contents.pdf".

ATTACHMENT 2: To this button, please attach your **list of project participants**. Name the file "participantslist.pdf".

ATTACHMENT 3: To this button, please attach your **abstract, statement of innovation, and statement of humanities significance**. Name the file "abstract.pdf".

ATTACHMENT 4: To this button, please attach your **narrative**. Name the file "narrative.pdf".

ATTACHMENT 5: To this button, please attach your **sustainability plan**. Name the file "sustainability.pdf".

ATTACHMENT 6: To this button, please attach your **data management plan**. Name the file "datamanagement.pdf".

ATTACHMENT 7: To this button, please attach your **budget**. Name the file "budget.pdf".

ATTACHMENT 8: To this button, please attach your **résumés**. Name the file "resumes.pdf".

ATTACHMENT 9: To this button, please attach your **letters of commitment and support**. Name the file "letters.pdf".

ATTACHMENT 10: To this button, please attach your **appendices**, if any. Name the file "appendices.pdf".

## UPLOADING YOUR APPLICATION TO GRANTS.GOV

When you have completed all four forms, use the right-facing arrow to move each of them to the "Mandatory Documents for Submission" column. Once they have been moved over, the

“Submit” button will activate. You are now ready to upload your application package to Grants.gov.

During the registration process, your institution designated one or more AORs (Authorized Organization Representatives). These AORs typically work in your institution’s Sponsored Research Office or Grants Office. When you have completed your application, you must ask your AOR to submit the application, using the special username and password that were assigned to him or her during the registration process.

To submit your application, your computer must have an active connection to the Internet. To begin the submission process, click the “Submit” button. A page will appear, asking you to sign and submit your application. At this point, your AOR will enter his or her username and password. When you click the “Sign and Submit Application” button, your application package will be uploaded to Grants.gov. Please note that it may take some time to upload your application package, depending on the size of your files and the speed of your Internet connection.

After the upload is complete, a confirmation page will appear. This page, which includes a tracking number, indicates that you have submitted your application to Grants.gov. Please print this page for your records. The AOR will also receive a confirmation e-mail message.

NEH suggests that you submit your application no later than 5:00 p.m. Eastern Time on the day of the deadline. Doing so will leave you time to contact the Grants.gov help desk for support, should you encounter a technical problem of some kind. The Grants.gov help desk is now available seven days a week, twenty-four hours a day (except on [federal holidays](#)), at 1-800-518-4726. You can also send an e-mail message to [support@grants.gov](mailto:support@grants.gov).

To assist applicants, Grants.gov provides a helpful [troubleshooting page](#).

## Deadlines

Program staff recommends that draft proposals be submitted at least six weeks before the deadline. Time constraints may prevent staff from reviewing draft proposals submitted after that date.

**Applications must be received by Grants.gov on or before January 24, 2012.** Grants.gov will date- and time-stamp your application after it is fully uploaded. Late applications will not be reviewed.

## V. Application Review

Evaluators are asked to apply the following criteria:

1. The intellectual significance of the project for the humanities, including its potential to enhance research, teaching, and learning in the humanities.
2. The quality of innovation in terms of the idea, approach, method, or digital technology, and the appropriateness of the technology employed in the project.

3. The quality of the conception, definition, organization, and description of the project and the applicant's clarity of expression.
4. The feasibility of the plan of work, including whether the project would be ready to be implemented by the close of the grant period and whether the activities would significantly contribute to the project's long-term goals.
5. The qualifications, expertise, and levels of commitment of the project director and key project staff or contributors.
6. The reasonableness of the proposed budget in relation to anticipated results.

## **Review and selection process**

Knowledgeable persons outside NEH will read each application and advise the agency about its merits. NEH staff comments on matters of fact or on significant issues that otherwise would be missing from these reviews, then makes recommendations to the National Council on the Humanities. The National Council meets at various times during the year to advise the NEH chairman on grants. The chairman takes into account the advice provided by the review process and, by law, makes all funding decisions.

## **VI. Award Administration Information**

### **Award notices**

Applicants will be notified by e-mail in August 2012. Institutional grants administrators and project directors of successful applications will receive award documents by e-mail in September 2012. Applicants may obtain the evaluations of their applications by sending an e-mail message to [odh@neh.gov](mailto:odh@neh.gov).

### **Administrative requirements**

Before submitting an application, applicants should review their [responsibilities as an award recipient](#) and the [lobbying certification requirement](#).

### **Award conditions**

The requirements for awards are contained in the [General Terms and Conditions for Awards](#), the [Addendum](#) to it, any specific terms and conditions contained in the award document, and the applicable [OMB circulars governing federal grants management](#).

### **Reporting requirements**

A schedule of report due dates will be included with the award document.

Reports must be submitted electronically via [eGMS](#), NEH's online grant management system.

A final performance report will be required and interim reports may be required, depending on the length of the grant period. Further details can be found in [Performance Reporting Requirements](#).

A final [Federal Financial Report \(SF-425\)](#) will be due within ninety days after the end of the award period. For further details, please see the [Financial Reporting Requirements](#).

A white paper will be required and will be due within ninety days after the end of the grant period. This white paper should document the project, including lessons learned, so that others can benefit. This white paper will be posted on the NEH website.

## VII. Points of Contact

If you have questions about the program, contact the ODH staff at [odh@neh.gov](mailto:odh@neh.gov). Applicants wishing to speak to a staff member by telephone should provide in an e-mail message a telephone number and a preferred time to call.

If you need help using Grants.gov, contact:  
Grants.gov: <http://www.grants.gov/>  
Grants.gov help desk: [support@grants.gov](mailto:support@grants.gov)  
Grants.gov customer support tutorials and manuals:  
[http://www.grants.gov/applicants/app\\_help\\_reso.jsp](http://www.grants.gov/applicants/app_help_reso.jsp)  
Grant.gov support line: 1-800-518-GRANTS (4726)

## VIII. Other Information

### Privacy policy

Information in these guidelines is solicited under the authority of the National Foundation on the Arts and Humanities Act of 1965, as amended, 20 U.S.C. 956. The principal purpose for which the information will be used is to process the grant application. The information may also be used for statistical research, analysis of trends, and Congressional oversight. Failure to provide the information may result in the delay or 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 the average time to complete this application is fifteen hours per response. This estimate includes time for reviewing instructions, researching, gathering, and maintaining the information needed, and completing and reviewing the application.

Please 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 Guidelines Officer, at [guidelines@neh.gov](mailto:guidelines@neh.gov); the Office of Publications, National Endowment for the Humanities, Washington, D.C. 20506; and the Office of Management and Budget, Paperwork Reduction Project (3136-0134), Washington, D.C. 20503. 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.