



NATIONAL ENDOWMENT FOR THE
Humanities

DIVISION OF RESEARCH PROGRAMS

SCHOLARLY EDITIONS AND TRANSLATIONS GRANTS

Deadline: December 5, 2018 (for projects beginning as early as October 1, 2019, and as late as September 1, 2020). Applicants will be notified of the decision by e-mail by August 31, 2019.

Catalog of Federal Domestic Assistance (CFDA) Number: 45.161

Funding Opportunity Number: 20181205-RQ

If after reading this document you have questions about this program, contact the staff of NEH's Division of Research Programs at editions@neh.gov and 202-606-8200. Applicants who are deaf or hard of hearing can contact NEH via Federal Relay (TTY users) at 800-877-8399.

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I. Program Description

Scholarly Editions and Translations grants support the preparation of editions and translations of pre-existing texts of value to the humanities that are currently inaccessible or available only in inadequate editions or transcriptions. Typically, the texts and documents are significant literary, philosophical, and historical materials; but other types of work, such as musical notation, are also eligible.

Projects must be undertaken by at least two scholars working collaboratively. These grants support sustained full-time or part-time activities during the periods of performance of one to three years.

Projects should embody the best practices recommended by the [Association for Documentary Editing \(ADE\)](#) or the [Modern Language Association \(MLA\) Committee on Scholarly Editions](#). Translation projects must also explain the theory and method adopted for the particular work to be translated. Editions and translations produced with NEH support contain scholarly and critical apparatus appropriate to their subject matter and format. This usually means introductions and annotations that provide essential information about a text's form, transmission, and historical and intellectual context.

Proposals for editions of foreign language materials in the original language are eligible for funding, as well as proposals for editions of materials translated into English.

Sample narratives from successful applications are available on the [program resource page](#).

This program is authorized by 20 USC §956 *et seq.* Awards are subject to [2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#).

Providing access to NEH-funded products

As a taxpayer-supported federal agency, NEH endeavors to make the products of its awards available to the broadest possible audience. Our goal is for scholars, educators, students, and the American public to have ready access to the wide range of NEH-funded products.

For the Scholarly Editions and Translations program, such products may include edited documents, literary texts, and musical scores. All other considerations being equal, NEH gives preference to projects that provide free access to the public.

Detailed guidance on access and dissemination matters can be found in the Final product and dissemination section below (at the end of the instructions for the narrative in Section II).

NEH award recipients must follow the requirements of Section 504 of the Rehabilitation Act of 1973, which is designed to eliminate discrimination on the basis of disability in any program or activity receiving federal financial assistance. For more information consult Design for Accessibility: A Cultural Administrator's Handbook [here](#).

Copyright information

NEH recipients may copyright any work that is subject to copyright and was developed, or for which ownership was produced, under an award. In accordance with 2 CFR 200.315 (b), NEH reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use the work for federal purposes, and to authorize others to do so.

Previously funded projects

Applicants whose projects have received NEH support may apply for an award for a new or subsequent stage of that project. Proposals for these projects do not receive special consideration and are judged by the same criteria as others in the competition. They must, however, demonstrate that the projects used previous NEH support productively.

An award from NEH for one stage of a project does not commit NEH to continued support for the project. Applications for each stage of a project are evaluated independently.

Scholarly Editions and Translations Grants *may not* be used for

- projects undertaken by individuals without collaboration;
- development of tools, including digital tools, or any materials analysis whose primary goal is refinement of a method, unless the development contributes to the larger editorial goals of the project and coincides with research activities;
- work on recurrent publications such as magazines or scholarly journals;
- digitization of pre-existing texts or previously published materials without the addition of a new scholarly apparatus;
- translations of existing editions without the addition of a new scholarly apparatus;
- preparation or publication of textbooks, bibliographies, descriptive catalogs, dictionaries, encyclopedias, or databases;
- professional development or training;
- the creation of original works of fiction, poetry, drama, or music;
- translation of a text into a language other than English;
- publication subvention or other publication costs;
- promotion of a particular political, religious, or ideological point of view;
- advocacy for a particular program of social or political action;
- support of specific public policies or legislation;
- lobbying; or
- projects that fall outside of the humanities; the creation or performance of art; creative writing, memoirs, and creative nonfiction; and empirically based social science research or policy studies.

Applications for such projects will not be reviewed.

Other funding opportunities

Note: Scholars seeking individual support should apply to the [Public Scholar, Fellowships, NEH-Mellon Fellowships for Digital Publications](#), or [Summer Stipends](#) programs. Proposals for digitizing collections and for preparing bibliographies, descriptive catalogs, dictionaries,

encyclopedias, databases, or other research tools or reference works should be submitted to the [Humanities Collections and Reference Resources](#) program in the NEH Division of Preservation and Access. Applicants who propose to develop digital tools should consult with the NEH Office of Digital Humanities at odh@neh.gov.

Standing Together

NEH invites projects related to its [Standing Together](#) initiative, which encourages projects related to war and military service.

All applications will be given equal consideration in accordance with the program's evaluation criteria.

Complementary program

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

Award information

Awards are made for periods of performance of one to three years. The total award amounts will rarely exceed \$100,000 for a one-year project or \$300,000 for a three-year project. Indirect costs (if applicable) are included in the awarded amount. Successful applicants will receive an award in outright funds, matching funds, or a combination of the two, depending on the applicant's preference and the availability of funds. Federal matching funds are released on a one-to-one basis when an award recipient secures gift funds from eligible nonfederal third parties. (Note that agencies of the federal government are not eligible third parties.)

Overlapping project costs between two or more applications for federal funding and/or approved federal award budgets is not permitted.

(Learn more about different [types of grant funding](#).)

Cost sharing

Cost sharing consists of gift money raised from nonfederal third parties to release federal matching funds. Voluntary cost sharing includes cash contributions to a project by the applicant and nonfederal third parties, in-kind contributions (such as donated goods and services), and unrecovered indirect costs. Although voluntary cost sharing is not required, the Scholarly Editions and Translations program is rarely able to support the full costs of projects approved for funding. The balance of the costs is to be borne by the applicant's institution or other sources. Previously funded editions seeking further support should expect a progressively larger share of the costs to be assumed by the host institution or third parties.

Eligibility

The Scholarly Editions and Translations program accepts applications from both institutions and U.S. citizens without an institutional affiliation (who may apply as unaffiliated project directors). Note that all projects must include at least one other collaborating scholar in addition to the project director, who must be a scholar and not an administrator or press representative.

The following types of applicants are eligible:

- U.S. nonprofit organizations with 501(c)(3) status;
- institutions of higher education;
- state and local governments;
- federally recognized Native American tribal governments; and
- unaffiliated project directors who are U.S. citizens.

The following types of applicants are ineligible:

- other federal agencies;
- for-profit institutions; and
- unaffiliated project directors who are not U.S. citizens.

Applications must be complete, must observe the specified page limits, and must be validated by Grants.gov under the correct funding opportunity number to be considered under this notice.

Designating project directors and co-directors

- Project directors affiliated with an eligible institution must ordinarily apply through their own institution. Applicant institutions may, however, designate a project director affiliated with another institution if that person is a leading scholar in a relevant field of study.
- Only U.S. citizens who are adjunct faculty, teaching at foreign universities, or without institutional affiliation may apply as unaffiliated project directors.
- Degree candidates may not be project directors, co-directors, or the only other collaborator. If an individual on the project team is the project director, co-director, or the only other collaborator, and has satisfied all the requirements for a degree and is

awaiting its conferral, the application must include as an appendix a letter from the dean of the conferring school attesting to the individual's having completed all degree requirements by the application deadline.

- Project directors and co-directors may submit only one application to either the [Collaborative Research](#) or the Scholarly Editions and Translations program, but not both. They may, however, apply for other NEH awards, including Fellowships and Summer Stipends.
- Project directors and co-directors of funded applications may not hold concurrent full-time awards from the NEH Division of Research Programs—for example an NEH Fellowship.
- NEH must approve any change in the project director(s) and collaborating scholar(s).

NEH generally does not make awards 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 funds from, or sites and materials controlled by, other federal entities in their projects. Such resources may not, however, be used as gifts to release NEH matching funds.

Late, incomplete, or ineligible applications will not be reviewed. Find answers to your eligibility questions in the Frequently Asked Questions available on the [program resource page](#).

Note that project **participants** (including the project director) need not be U.S. citizens or U.S. residents, so long as the applicant institution is eligible. However, at least 50 percent of award funds (excluding indirect costs) must be used to support research conducted at U.S.-based institutions, research conducted by citizens of or residents in the U.S., or both.

An institution may submit multiple applications for distinctly different projects. However, any one project director or co-director may direct only one application to either the Collaborative Research program or the Scholarly Editions and Translations program, but not both.

NEH encourages submission of Scholarly Editions and Translations applications from independent scholars and faculty at Hispanic-Serving Institutions, Historically Black Colleges and Universities, and Tribal Colleges and Universities.

II. Preparing and Organizing your Application

Resources for preparing a strong application

To prepare a strong application, applicants should take the following steps:

- read these **guidelines** carefully, noting what information needs to be provided in the application;
- review the **sample narratives**, which are available on the [program resource page](#);
- consult the program's **review criteria**, which are listed immediately below;
- read the **Frequently Asked Questions**, which are available on the [program resource page](#);
- contact the **program staff** (at 202-606-8200 or editions@neh.gov) to discuss your project and raise any questions you may have about the application; and
- submit an optional **draft proposal** (by October 15, 2018), to which program staff will respond with suggestions and advice.

Applicants previously funded by NEH's Scholarly Editions and Translations program are encouraged to contact the Division of Research staff at 202-606-8200 or editions@neh.gov before submitting an application.

Applicants whose projects have received NEH support may apply for an award for a new or subsequent stage of that project. These proposals receive no special consideration and will be judged by the same criteria as others in the competition. In addition, such applicants must substantially update their proposals and must include a description of the new activities and a justification of the new budget. Such applicants must also describe how the previously funded project met its goals.

Review criteria

NEH will use the following criteria to evaluate Scholarly Editions and Translations applications:

1. **Significance:** The intellectual significance of the proposed work, including its value to humanities scholars, general audiences, or both; its potential to stimulate new research; its relationship to larger themes or questions in the humanities; and the significance of the material on which the project is based.
2. **Work Plan and Method:** The application's clarity of expression; the appropriateness of the selection criteria, research methods, editorial policies, and critical apparatus; the content, accuracy, and quality of the samples; the clarity and relevance of annotations; and the thoroughness and feasibility of the work plan. For translation projects, in addition, the theory and method of translation.
3. **Collaborators:** The qualifications, expertise, and levels of commitment of the project director and collaborators.

4. **Publication Goals:** The soundness of the dissemination and access plans, including benefit to the audience identified in the proposal; the strength of the case for producing print volumes, a digital format, or a combination of media; the appropriateness of the technology to be used; and the sustainability of the print and/or digital dissemination.
5. **Completion:** The likelihood that the proposed project will be successfully completed within the stated time frame; and the reasonableness of the budget in relation to the proposed activities and plan of work. For previously funded applicants, the project's productivity, and the clarity of the application's account of work completed in relation to the project's previous goals and of the work to be accomplished during the period of performance.

Draft proposals

Before applying to the program, applicants are encouraged to contact program officers, who can offer advice about preparing the proposal and review preliminary proposal drafts. Applicants may submit by e-mail (editions@neh.gov) a draft of their proposal no later than October 15. **Do NOT submit your draft through Grants.gov.** A response cannot be guaranteed if the draft arrives later than October 15. Draft proposals are optional; submitting a draft enables an applicant to receive staff comments about the substance and format of the application. The more complete the draft, the more helpful the response can be. A draft proposal should include the statement of significance and impact, the narrative, and the budget.

Previously unsuccessful applicants are encouraged to submit draft proposals. The project director must include with the draft a cover letter explaining the changes that were made in response to the reviewers' comments on the earlier application.

Staff comments on draft proposals are not part of the formal review process and have no bearing on the final outcome of the application, but previous applicants have found them helpful.

Once NEH has received a formal application, the staff will not comment on its status except with respect to questions of completeness or eligibility. No materials may be added to the application after the deadline.

Application elements

Your application should consist of the following parts.

SF-424 Application for Federal Domestic Assistance – Short Organizational (for institutions) or **Application for Federal Assistance 424 – Individual** (for unaffiliated project directors)

Your proposal should include a project title not to exceed 125 characters (including spaces and punctuation). Successful proposals will typically have titles that are descriptive of the project, substantive, and free of specialized language. Applicants should enter the title in section 6.a. of

the SF-424 (part of the Grants.gov application package). Most importantly, your title should be easily understood by the general public. NEH reserves the right to retitle funded projects for clarity when announcing its funding decisions and in its own reports and communications, but recipients are permitted to use their preferred title for any award products.

In section 6.b. Project Description of the SF-424, provide a one-paragraph abstract (up to one thousand characters, including spaces) written for a nonspecialist audience, describing the project. The abstract must explain the importance of the proposed work and its relations to larger issues in the humanities. Indicate in the abstract whether your project is a scholarly edition, translation, or both. If the project has received prior NEH support, state how many print volumes or how much digital content has been published, how many (or much) remains to be published, and the expected date of completion for the entire project. Provide the project URL. The abstract may but need not be an abridgment of the statement of significance and impact. (See element 2 of the application below.)

See the instructions for submitting your application to Grants.gov, to which this document links, for information about the applicable SF-424 forms. Do not attach the abstract to the Attachments Form, a form that is also explained in the instructions for submitting your application to Grants.gov.

1. **Table of contents** (one page)

Provide a list of all parts of the application and corresponding page numbers.

2. **Statement of significance and impact** (one page)

Provide a project statement written for a nonspecialist audience, stating clearly the significance of the proposed work, its relation to larger issues in the humanities, and the impact of the proposed publication on its intended audience and on future scholarship. Submit the statement of significance and impact (but not the abstract—see above) as attachment 2 of the application.

3. **List of participants** (one page)

Provide a list, in alphabetical order, surnames first, of all collaborators and other participants, designating the project director and if applicable the co-director. Include institutional affiliations for all listed participants. For those not affiliated with a nonprofit educational institution, provide occupation and employer; if none, list city and state of residence.

The names on this list must match the names mentioned in the Collaborators section of the project's narrative description, as well as those listed in the budget. After you list the participants, provide a separate list of advisors, if any. Foreign nationals may participate in the project.

Note: Scholarly Editions and Translations grant recipients are prohibited from doing business with any organization or person (as a subrecipient, contractor, collaborating

scholar or key employee) if they have been debarred or suspended by any federal department or agency. For further information, please refer to Article 29 Debarment and Suspension of the General Terms and Conditions for Awards available on the NEH website at <https://www.neh.gov/grants/manage/general-terms-and-conditions-awards-organizations-grants-and-cooperative-agreements-issued-december>.

4. **Narrative** (maximum of 25 pages)

The narrative should not assume any specialized knowledge on the part of readers. It must be free of jargon and define field-specific terms.

In the narrative applicants must provide an intellectual justification for the project and a work plan. Applicants should write their proposals with the review criteria in mind, describing the intellectual significance of the texts, the research method, the qualifications of collaborators, the dissemination plan, and a plan to complete the project (both the portion to be undertaken during the period of performance and the entirety of the project).

The narrative must be introduced with the same project title included in the SF-424 form. This title may become public if an award is made. As noted above, the project title must be no more than 125 characters and should be informative to a nonspecialist audience.

Narratives are limited to **twenty-five** double-spaced pages. *Applications with narratives that exceed the page limit will be rejected.* All pages should have one-inch margins, and the font size must be Times New Roman eleven or twelve point. *Applications with narratives that do not follow this formatting or exceed twenty-five pages will also be rejected.* See the appendices section below for instructions on providing supplementary material.

Provide a detailed project description consisting of the following sections.

- *Substance and context* (about eight pages)

Provide a clear, concise statement about the nature of the edition or translation; the significance of the work to be edited or translated; and its value to scholars, students, and general audiences in the humanities. Include a full description of the materials that the edition or translation will contain. If a previous edition or translation exists, discuss the reasons for undertaking a new one. Include a bibliographical essay that situates the project with regard to the existing relevant literature. Include in an appendix a bibliography of relevant primary and secondary sources. Applicants should also describe, if applicable, how their projects will make available materials dispersed among a number of repositories.

- *History of the project and its productivity* (about three pages)

Provide a history of the project to date. Explain how the project began, its progress, and its estimated date of completion. Provide specific information on how collaborators have selected materials for the edition or translation and how they gained access to them. If gaining access to the materials requires permissions or poses other challenges, explain how the collaborators are addressing these issues.

Report on the progress of work that has received NEH support, including work supported by other NEH grant programs. Discuss the project's productivity, specifying progress in collecting materials, editing or translating, and preparing for publication.

If the application requests support for only part of a larger editorial project, describe the overall design of the whole project and clearly delineate the specific part intended for NEH funding through this application.

If work on the larger project will continue after the proposed period of performance, applicants should describe the work that will remain (including a realistic date of completion of the entire project) and all probable sources of financial support for that work. For long-term projects, provide a provisional plan for overall completion, including milestones with dates.

Applications submitted for projects that have previously received NEH funding must

- be substantially updated, including a description of the new activities and a justification of the new budget request;
- discuss how the previously funded project met, or did not meet, its goals according to the original or (if appropriate) revised work plan; and
- include a table with appropriate dates, comparing the stated goals with actual accomplishments during the period of the two most recent NEH awards, and listing any changes that occurred.

All applications must

- provide a list of all project products to date, print or digital (if any), with print runs or usage statistics;
- provide an active URL for the project (if there is one);
- provide the projected number of volumes;
- provide the number of volumes completed (if any); and
- provide an estimated date of completion for the entire project.

Applications submitted for projects that will not be completed during the proposed period of performance must explain how the project will address succession in editorial leadership.

- *Collaborators* (about three pages)
 - Describe the qualifications and responsibilities of the project director and all collaborators who would work on the project during the proposed period of performance, regardless of whether NEH funds are requested to support their participation.
 - Explain what each collaborator would contribute to the project.
 - State anticipated commitments of time, in percentage of time or hours per week for the project director and each collaborator.
 - Project directors must devote significant time to sustained work on the project.
 - For collaborators providing technical services, explain how their activities are important for achieving the project's goals. Note that funding for such collaborators, technical and scientific services, equipment, supplies, and materials is capped at \$30,000 (excluding indirect costs).

- *Methods and execution* (about four pages)

For all applicants:

Explain how the edition or translation goals correspond to the proposed methodology.

- Describe in detail the tasks to be undertaken and the technology to be employed, indicating what resources will be required, as well as the experience of the collaborators with the technology and its application to humanities scholarship.
- Describe in detail the organization of the texts.
- Describe the corpus—the total number of existing texts—represented by the edition or translation and the criteria for selecting the proportion of documents and texts from that corpus to be edited and published.
- Explain the methods of analyzing, transcribing, verifying, and presenting the texts.
- Explain how errors and variant readings in existing editions will be dealt with.
- Describe the guidelines for annotation, introductions, indexes, and other editorial apparatus. State whether the edition follows MLA or ADE standards. If it does not, provide a rationale for departing from these standards.

- Describe how critical introductions and explanatory annotations will establish the historical and intellectual contexts of the work or works and contribute to a better understanding of the text.

For applicants proposing a translation:

- explain the criteria for selecting the text or texts that will serve as the basis for the translation; and
- explain how particular problems posed by the translation (including the degree of difficulty of the text) will be resolved.

For applicants employing digital technology:

Digital projects must describe the organization and contents of the site on which they would appear, providing screenshots or mock-ups, and URLs whenever possible. Explain the reasons for and advantages of employing digital methods.

Describe the technology to be used (hardware and software) and how it will facilitate the project. Where appropriate, provide information on pertinent technical standards and employing best practices, such as Text Encoding Initiative (TEI)-conformant markup, data management, and digital preservation infrastructure and policies. Describe the digital partners who will participate in the project and their activities. Discuss the methods for enhancing discoverability of the digital resource or content to aid the project's dissemination.

NEH expects that any materials produced in digital form as a result of its awards will be maintained so as to ensure their long-term availability. To that end, describe how the project's digital results will be maintained and supported beyond the period of performance. Provide information on the ability and commitment of the hosting institution to ensure sustained access to collections or digital materials, as well as the project's financial sustainability.

- *Work plan* (about two pages)

The work plan must be consistent with the work described in both the "Collaborators" section of the narrative and the budget.

- Describe what will be accomplished during each six-month period.
- Name all collaborators involved in the project during each six-month period and describe their specific tasks for each period, including approximate time commitments in percentages or days.

- *Final product and dissemination* (about three pages)

NEH expects recipients to provide broad access to all NEH-funded products, insofar as the condition of the materials and intellectual property rights allow. NEH strongly encourages projects that offer free public access to digital materials. For projects producing digital materials, all other considerations being equal, NEH will give preference to those that provide free access to materials produced with award funds. NEH does not support costs paid to publishers; nor does it provide publication subventions.

Projects that focus on developing tools (including digital tools, databases, visualizations, or maps) without producing their own substantive edition or translation and scholarly apparatus are not eligible in this program. (See p. 4 for the bulleted list of types of projects that may not receive Scholarly Editions and Translations grants.)

Discuss publication arrangements, publicity plans, estimated prices, and user costs for both print and digital publication. Any pertinent correspondence with a print or digital publisher must be included in the appendices. If the project involves materials under copyright, indicate your plans for securing the necessary permission to publish. Any supporting documents must also be included in the appendices.

Discuss both the media chosen for the final product (printed books, digital materials, or some combination) and the reasons for this choice.

- Projects proposing print volumes must describe the organization and contents of the volumes.
- Projects proposing digital materials or publications must describe the organization and contents of the site on which they would appear, providing screenshots or mock-ups, and URLs whenever possible.

5. **Project budget**

Using the instructions and the sample budget, complete the budget form (MS Excel format) or a format of your own that uses the same categories. (You can find links to the budget instructions, sample budget, and budget form on the [program resource page](#).) You can customize the form to suit your project. Include separate budget forms for all subawards to other institutions. Budgets should be completed in compliance with [2 CFR 200 Subpart E – Cost Principles](#).

The *primary* NEH budget form and any subawards in which NEH funds are requested should contain only those expenses that the applicant is asking NEH to support. List the amounts of all other expenses that are voluntarily cost-shared by the applicant or by subrecipients, or funded by other third-party sources on separate, *secondary* spreadsheets. The secondary spreadsheets should account for all project-related

expenses included in the “cost-sharing” or “third-party” expenses on the primary NEH budget form. Budget forms and spreadsheets should be labelled to make it clear which is the primary budget form and which are secondary budget forms.

Include all in-hand and anticipated funding and cost sharing (including raising funds from eligible third parties to release federal matching funds, as well as voluntary cost sharing). Enter explanations for any unusual circumstances directly on the form. Project costs that are not detailed or clearly explained as line items on the budget and not listed on any subawards will not be funded.

Note that at least 50 percent of NEH funds, excluding indirect costs, must be used to support research conducted at U.S.-based institutions, research conducted by citizens or residents of the U.S., or both.

Note also that total funding for technical and scientific collaborators and experts, technical and scientific services, equipment, supplies, and materials is capped at \$30,000 (excluding indirect costs).

Budget instructions details:

In addition to the general budget instructions (which are available through a link on the [program resource page](#)), the following are specific instructions about allowable costs for the Scholarly Editions and Translations program:

1. Salaries and Wages

Report project activity to be supported as a percentage of time for each year of the project. The percentage of time allocated to the project should match what is stated in the narrative. List here all collaborators employed by the applicant institution, including those performing scientific analysis, rather than as consultants (item 3). Graduate students may be compensated for their work on the project in compliance with 2 CFR §§200.430 and 466.

Staff costs should include the position title, name (if possible), percent of full time equivalent or total number of hours charged to the project. Indicate in the budget if any individuals will perform multiple, separately budgeted functions.

2. Fringe Benefits

There are no specific instructions beyond those found in the general budget instructions.

3. Consultant Fees

Consultant fees may be requested to cover collaborators not employed by the applicant institution: advisory collaborators, consultation with humanities scholars, native and local consultants, state and local historic preservation advisors, and any other non-technical advisors to be consulted on an ad hoc basis. Funding to pay for all other consultants for technical analysis is capped at 10 percent of the total NEH request.

4. Travel Costs

Calculate per diem amounts for meals and lodging using written institutional policy (for applicant organizations) or [standard GSA rates](#) (for individual applicants). Foreign travel must comply with [article 10](#) of the [General Terms and Conditions for Awards to Organizations](#). Travel to regularly occurring professional meetings is not supported with NEH funds.

If there will be long-distance travel for any project team members, the budget should name the travelers (if possible) or their positions; reflect the travel expenses (for example, airfare, lodging, parking, per diem, etc.) for each person and trip; briefly describe the purpose of the travel; and list the destinations.

5. Supplies and Materials

As noted above, funding to pay for all technical and scientific collaborators and experts, technical and scientific services, equipment, supplies, and materials is capped at \$30,000 for the entire project (excluding indirect costs). The NEH budget should not include computers, peripherals, or laboratory equipment. All other necessary technical or scientific expenses that exceed \$30,000 should be cost-shared or funded by third parties.

6. Subawards

As noted above, funding to pay for all technical and scientific collaborators and experts, technical and scientific services, equipment, supplies, and materials is capped at \$30,000 for the entire project (excluding indirect costs). The costs of project activities to be undertaken by a third-party subrecipient or contractor (rather than a collaborator or consultant) should be included in this category as a single line item charge. A complete itemization of the cost comprising the charge should be provided in an attachment. If there is more than one subrecipient and/or contractor, each must be budgeted separately on the NEH form and must have an attached itemization. You may not include the cost of duplication and printing, long distance telephone calls, equipment rental, postage, and office supplies.

7. Other Costs

As noted above, funding for all technical and scientific collaborators and experts, technical and scientific services, equipment, supplies, and materials are capped at \$30,000 (excluding indirect costs). You may include the cost of duplication and printing, long distance telephone calls, equipment rental, postage, and office supplies if the expenses can be directly allocated to the project and are not included as indirect costs.

Unallowable Expenses:

Among other unallowable expenses, this program does not support travel to annual professional conferences, receptions, professional development and training, computer equipment, and publication subventions. Do not include such expenses on the NEH budget.

Indirect Costs:

For institutional applicants only: If the applicant institution is claiming indirect costs and has a current federally negotiated indirect-cost rate agreement, submit a copy of this agreement. Do not attach the agreement to your budget form. Instead you must attach it to the Attachments Form as Attachment 8.

For applicants seeking reimbursement for indirect costs: Please review carefully your institution's negotiated indirect-cost rate(s) to make sure you are using the most appropriate rate in your application budget. Many institutions negotiate multiple rates—for example, "Research," "Instruction," and "Other Sponsored Activities." With rare exceptions, your institution's "Research" rate will not be the appropriate rate for inclusion in your NEH project budget, as the use of this rate is reserved for projects involving scientific research, not scholarly inquiry of the type most often supported by NEH.

6. **Appendices** (maximum of 35 pages)

Use appendices to provide essential supplementary materials. Appendices must not exceed *thirty-five* pages. *Applications with appendices exceeding the page limit will be rejected.*

Appendices **must** include the following:

- brief two-page **résumés** for each principal project participant, with mailing addresses and e-mail addresses, and listings of the highest degree earned, the name of the institution awarding the degree, professional positions held, institutional affiliations, and major publications.
- a **bibliography** of existing editions or translations of the texts to be newly edited or translated, and of secondary sources.
- **permissions** allowing the applicant to publish the work being proposed, unless it is in the public domain.
- a **style guide** or a summation of key points of editorial methodology that will be used in working with texts and preparing them for publication.
- **samples** of the material to be edited or translated during the proposed period of performance. Note: Samples **MUST** be taken from the work for which funding is requested, **NOT** from work already submitted to a publisher or from a previous application whose plan of work has already been completed.

- To show editorial principles and procedures described in the narrative, **all samples** must include
 - photocopies of the original documents;
 - transcriptions; and
 - annotations.
- **translation samples** must also include both the original text and the translation.

All samples must illustrate the significance of the materials to be edited, show the degree of difficulty of the text, and be carefully checked for accuracy.

Appendices should also include the following, when applicable:

- permissions or letters of support from archives or other research venues;
- contracts or letters of interest from print or digital publishers;
- published reviews; and
- for project teams that include an individual who is awaiting the conferral of a degree and is serving as director, co-director, or the only other collaborator on the project, a letter from the dean of the conferring school attesting to the individual's having completed all degree requirements by the application deadline.

Do **NOT** include letters of recommendation or assessments of previous applications.

7. **Statement of funding received and requested** (one to two pages)

If the edition or translation has received previous support from any federal or nonfederal sources, including NEH; is currently receiving such support; or is applying for or planning to apply for such support, provide a one- to two-page list of the sources, dates, and amounts of these funds. List the NEH awards already received, year by year. Include fellowships and individual awards received by project participants. If there is a long history of non-NEH support, the sources and contributions may be grouped and summarized.

8. **Federally negotiated indirect-cost rate agreement (if applicable)**

If the applicant institution is claiming indirect costs and has a current federally negotiated indirect-cost rate agreement, submit a copy of the agreement. This requirement does not apply to unaffiliated project directors.

III. Submitting your Application

All organizations and unaffiliated project directors must submit their applications for NEH funding via [Grants.gov Workspace](#). Before using Grants.gov for the first time, each organization must have an Employer Identification Number (EIN); both organizations and unaffiliated project directors must register with Grants.gov.

The Grants.gov registration process for institutional applicants requires completing information in three separate systems:

1. Dun and Bradstreet (<https://fedgov.dnb.com/webform>)
2. System for Award Management (SAM) (<https://www.sam.gov>)
3. Grants.gov (<https://www.grants.gov/>)

In order to apply through Grants.gov, the applicant organization must first have or obtain a valid Dun and Bradstreet Data Universal Numbering System (DUNS) number, and register (or have an active registration) in the System for Award Management (SAM). Note: If you are registering in SAM.gov for the first time, you must provide an original, signed [notarized letter](#) stating that you are the authorized Entity Administrator for the entity associated with the DUNS number. Read the [SAM update and FAQs](#) to learn more about this process change. **The initial SAM registration can take up to six weeks.**

Organizations must maintain active SAM registration with current information at all times during which they have an active federal award or an application or plan under consideration by a federal agency. You must therefore review and update your information at least annually after the initial registration, and more frequently if required by changes in information. Effective June 29, 2018, when you go to SAM.gov and log in, you will be asked to create a Login.gov user account. Your current SAM.gov username and password will **no longer work**. Applicants renewing or updating their registrations are strongly advised to know the e-mail address associated with their current SAM.gov user account. Using the same e-mail address allows SAM.gov to automatically migrate your roles. If a different e-mail address is provided, your roles will need to be reassigned. This could cause delays in renewing or updating your SAM.gov registration. You can review your organization's SAM registration [here](#). **We strongly recommend that you verify the status of your SAM registration at least two weeks before the application deadline.**

Unaffiliated project directors do not need to obtain a DUNS number or register in SAM.

Applicant organizations with a valid DUNS number and an active SAM registration **and** unaffiliated project directors must register with Grants.gov. Visit Grants.gov at <https://grants.gov/web/grants/applicants/organization-registration.html> or (for unaffiliated project directors) <https://www.grants.gov/web/grants/applicants/registration.html> for complete registration information. **The initial Grants.gov registration process can take up to two weeks.**

If an organization or unaffiliated project director has already registered with Grants.gov, you must verify that your registration is still active and (for organizations) that the organization's Authorized Organization Representative (AOR) is current and has been approved. **We strongly recommend that you do this at least two weeks before the application**

deadline. Note: Grants.gov passwords expire every 60 days. Accounts that have been inactive for one year or more result in removal of all account roles.

If you have problems registering or verifying your registration with Grants.gov, call the Grants.gov help desk at 1-800-518-4726 or email support@grants.gov.

All applications, whether prepared by institutional applicants or unaffiliated project directors, must be submitted to Grants.gov. Links to the Grants.gov application package and instructions (for both institutional applicants and unaffiliated project directors) for preparing and submitting the package can be found on the [program resource page](#).

Be sure to read the [document](#) (PDF) that explains how to confirm that you successfully submitted your application. It is your responsibility as an applicant to confirm that Grants.gov and subsequently NEH have accepted your application.

Deadlines for submitting optional draft proposals and applications

Submission of draft proposals is optional. Program staff recommends that draft proposals be submitted no later than October 15. Time constraints may prevent staff from reviewing draft proposals submitted after that date.

Applications must be received and validated by Grants.gov by 11:59 P.M., Eastern Time, on December 5, 2018. Grants.gov will date- and time-stamp your application after it is fully uploaded. Applications submitted after that date will not be accepted.

IV. What Happens After the Submission of an Application

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. The chairman takes into account the advice provided by the review process and, by law, makes all funding decisions. More details about NEH's review process are available [here](#).

Prior to making an award, NEH will conduct a risk assessment of successful applicants, consistent with Administrative Requirements set forth in 2 CFR [§200.205](#). (See below the next heading for more information about the Office of Management and Budget's Administrative Requirements, which NEH has implemented.) This assessment guards against the risk that federal financial assistance might be wasted, used fraudulently, or abused. Based on its risk assessment, NEH will include in the award documents specific conditions designed to mitigate the effects of the risk.

Information for all applicants and for successful applicants

Applicants will be notified of the decision by e-mail in August 2019. Institutional grants administrators and project directors of successful applications will receive award documents from the NEH Office of Grant Management by e-mail in September 2019. 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, in great detail. Applicants may obtain the evaluations of their applications by sending an e-mail message to editions@neh.gov.

In December 2014 NEH adopted 2 CFR Part 200: [Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#). 2 CFR 200 applies to all NEH awards to organizations and is aimed at reducing the administrative burden on award recipients and improving accountability of federal financial assistance for tax payers. NEH will identify in each award document the relevant programmatic terms, conditions, and reporting requirements with which the recipient must comply.

Help NEH eliminate fraud and improve management by providing information about allegations or suspicions of waste, fraud, abuse, mismanagement, research misconduct (fabrication, falsification, plagiarism), or unnecessary government expenditures, during the period of award performance, to the NEH Office of the Inspector General. You can find details on how to report such allegations and suspicions [here](#).

V. Additional Information

Contact information for the program and Grants.gov

If you have questions about the program, contact NEH's Division of Research Programs at 202-606-8200 and editions@neh.gov.

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

The Federal Service Desk: FSD.gov
U.S. calls: 866-606-8220
International calls: +1 334-206-7828

If you need technical assistance in submitting your application to Grants.gov, contact Grants.gov 24 hours a day, seven days a week (excluding federal holidays).

Grants.gov: <https://www.grants.gov/>
Grants.gov help desk: support@grants.gov
Grants.gov customer support tutorials and manuals:
<https://www.grants.gov/web/grants/applicants/applicant-training.html>
Grants.gov support line: 1-800-518-GRANTS (4726)

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 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 on average it takes fifteen hours to complete this application. 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; 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.

APPLICATION CHECKLIST

- **Register your institution or verify its registration with the System for Award Management (SAM).** Begin a new registration at least six weeks before the deadline. Read the [SAM update and FAQs](#) to learn more about this process.
- For institutional applicants: **Register your institution or verify its registration with Grants.gov.** For unaffiliated project directors: **Register or verify your registration with Grants.gov.** Both sorts of applicants must begin a new registration at least two weeks before the deadline.
- **Access the application package through Grants.gov Workspace.** The [program resource page](#) on NEH's website has a direct link to the package. You can also search Grants.gov for this program. The program resource page has a direct link to the NEH instructions for completing the package.
- **Complete the following forms contained in the Grants.gov application package.**
 1. For institutional applicants: Application for Federal Domestic Assistance - Short Organizational. For unaffiliated project directors: Application for Federal Domestic

Assistance for Individuals. Both institutional applicants and unaffiliated project directors must include in their respective forms in the Project Information field (6.b.) a one-paragraph description—up to one thousand characters, including spaces—written for a nonspecialist audience, clearly explaining the project’s principal activities and its expected results.

2. Supplementary Cover Sheet for NEH Grant Programs
3. Project/Performance Site Location(s) Form (required only for institutional applicants; unaffiliated project directors do not fill out this form)
4. Attachments Form—Using this form, attach the parts of your application as described in the guidelines:

ATTACHMENT 1: Table of contents (name the file “contents.pdf”) (1 page)

ATTACHMENT 2: Statement of significance and impact (name the file “statement.pdf”) (1 page)

ATTACHMENT 3: List of project participants (name the file “participantslist.pdf”) (1 page)

ATTACHMENT 4: Narrative (name the file “narrative.pdf”) (limited to 25 pages, including the following elements):

- Substance and context**
- History of the project and its productivity**
- Collaborators**
- Methods and execution**
- Work plan**
- Final product and dissemination**

ATTACHMENT 5: Budget (name the file “budget.pdf”)

ATTACHMENT 6: Appendices (name the file “appendices.pdf”) (limited to 35 pages, including the following elements):

- Participant résumés and contact information**
- A bibliography of existing editions or translations of the texts to be newly edited or translated, and of secondary sources**
- Permissions to publish materials (if necessary)**
- Samples/examples of proposed work (original documents, transcriptions, and edited/annotated texts, either in translation or the original language)**
- Permissions or letters of support from archives or other research venues, if appropriate**
- Contracts or letters of interest from print or digital publishers**
- For ongoing projects, reviews of published works**
- For project teams that include an individual who is awaiting the conferral of a degree and is serving as director, co-director, or the only**

other collaborator on the project, a letter from the dean of the conferring school attesting to the individual's having completed all degree requirements by the application deadline

ATTACHMENT 7: Statement of funding received and requested (name the file "funding.pdf") (1 page)

ATTACHMENT 8: Federally negotiated indirect-cost rate agreement (if applicable—note that this requirement does not apply to unaffiliated project directors) (name the file "agreement.pdf")

Your attachments must be in Portable Document Format (.pdf). Make sure that all files in formats other than PDF (images, Word or Excel files, etc.) have been properly saved as PDF files. Do not simply rename your non-PDF files with PDF extensions. If an attachment contains multiple PDFs, you must merge those documents into a single PDF. Do not attach a zip file containing multiple PDFs.

Visit Grants.gov's Adobe Software Compatibility page to verify the compatibility of your current software or to download the appropriate version at <https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>. Even if you choose to complete the online webforms in Workspace, you will need to convert the files that you will attach (to the Attachments Form and the Budget Narrative Attachment Form) into PDFs. 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.

Upload your application to Grants.gov. NEH **strongly** suggests that you submit your application no later than noon 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. For purposes of verification, keep a record of any communication with Grants.gov, including a case number if it is assigned.

Be sure to read the [document](#) (PDF) that explains how to confirm that you successfully submitted your application. It is your responsibility as an applicant to confirm that Grants.gov and subsequently NEH have accepted your application.

TIMELINE

Until December 5, 2018: Contact Division of Research Programs program officers (at 202-606-8200 or editions@neh.gov) with questions and for advice (optional)

October 15, 2018: Submit draft application (optional) by this date

October 24, 2018: Applicants that have not registered in the System for Award Management (SAM) and Grants.gov should begin the process by this date (applies only to institutional applicants)

November 21, 2018: Register your institution (or verify its registration) with Grants.gov by this date (unaffiliated project directors must register themselves or verify their registration by this date)

December 5, 2018: Applications must be submitted through and validated by Grants.gov by 11:59 PM Eastern Time on this date

March-April 2019: Peer review panels take place

July 2019: Meeting of the National Council on the Humanities, followed by funding decisions

August 2019: Applicants are notified of the funding decisions

September 2019: Institutional grants administrators and project directors of successful applications receive award documents by e-mail from the NEH Office of Grant Management

October 1, 2019: Successful applicants may begin work on their projects as early as this date

September 1, 2020: Successful applicants must begin work on their projects no later than this date