



NATIONAL ENDOWMENT FOR THE  
**Humanities**

OFFICE OF **DIGITAL HUMANITIES**

**INSTITUTES FOR  
ADVANCED TOPICS IN THE  
DIGITAL HUMANITIES**

Deadline: March 11, 2014 (for projects beginning October 2014)

Catalog of Federal Domestic Assistance (CFDA) Number: 45.169

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**Items referred to in this document needed to complete your application:**

- Budget instructions
- Budget form
- Grants.gov application package and instructions

Also see the **application checklist** at the end of this document.

**Draft Proposals**

Program staff recommends that draft proposals be submitted at least six weeks before the deadline, as an attachment to an e-mail message sent to [odh@neh.gov](mailto:odh@neh.gov). Time constraints may prevent staff from reviewing draft proposals submitted after that date.

## Questions?

Contact the staff of NEH's Office of Digital Humanities 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.

## Submission via Grants.gov

**All applications to this program must be submitted via Grants.gov.** To submit an application via [Grants.gov](https://www.grants.gov), you must have an up-to-date Entity record in the [System for Award Management](https://www.sam.gov) (SAM). Entity records must be updated at least annually. We strongly recommend that you update (or, if necessary, create) your SAM Entity record at least four weeks before the application deadline, and that you complete or verify your Grants.gov registration at least two weeks before the application deadline.

## I. Program Description

These NEH grants support national or regional (multistate) training programs for scholars and advanced graduate students to broaden and extend their knowledge of digital humanities. Through these programs, NEH seeks to increase the number of humanities scholars using digital technology in their research and to broadly disseminate knowledge about advanced technology tools and methodologies relevant to the humanities.

The projects may be a single opportunity or offered multiple times to different audiences. Institutes may be as short as a few days and held at multiple locations or as long as six weeks at a single site. For example, training opportunities could be offered before or after regularly occurring scholarly meetings, during the summer months, or during appropriate times of the academic year. The duration of a program should allow for full and thorough treatment of the topic.

Today, complex data—its form, manipulation, and interpretation—are as important to humanities study as more traditional research materials. Datasets, for example, may represent digitized historical records, high-quality image data, or even multimedia collections, all of which are increasing in number due to the availability and affordability of mass data storage devices and international initiatives to create digital content. Moreover, extensive networking capabilities, sophisticated analytical tools, and new collaboration platforms are simultaneously providing and improving interactive access to and analysis of these data as well as a multitude of other resources. The Institutes for Advanced Topics in the Digital Humanities program seeks to enable humanities scholars in the United States to incorporate advances like these into their scholarship and teaching.

The goals of the Institutes for Advanced Topics in the Digital Humanities program are

- to bring together humanities scholars and digital technology specialists from different disciplines to share ideas and methods that advance humanities research and teaching through the use of digital technologies;
- to reflect on, interpret, and analyze new digital media, multimedia, and text-based computing technologies and integrate these into humanities scholarship and teaching;
- to build communities of inquiry and contribute to the intellectual vitality and professional development of participants;
- to teach current and future generations of humanities scholars to design, develop, and use digital tools and environments for scholarship; and
- to devise new and creative uses for technology that offer valuable models that can be applied specifically to research in the humanities and to allow those methodologies and approaches to be shared with humanities scholars and teachers.

NEH strongly encourages applicants to develop proposals for multidisciplinary teams of collaborators that will offer the necessary range of intellectual, technical, and practical expertise. This program is designed to bring together humanities scholars, advanced graduate students, librarians, archivists, museum staff, computer scientists, information specialists, and others to learn new tools, approaches, and technologies and to foster relationships for future collaborations in the humanities. Partners and collaborators may be drawn from the private and public sectors and may include appropriate specialists from within and outside the United States.

NEH particularly encourages projects that seek to introduce digital humanities topics to scholars who lack digital expertise. It also encourages applications that propose institutes of a week or less that address specific methodologies that will enable new and established scholars to incorporate advanced computational research techniques in their research projects.

Institutes for Advanced Topics in the Digital Humanities may be hosted by colleges, universities, learned societies, centers for advanced study, libraries or other repositories, and cultural or professional organizations. The host site(s) must be appropriate for the project, providing facilities for scholarship and collegial interaction. Projects that will be held more than once and at different locations are permissible.

Possible topics and areas to be addressed might include but are not limited to

- applications of the Text Encoding Initiative, electronic editing, and publishing;
- scholarly communication and publishing;
- e-literature;

- textual analysis and text mining;
- immersive and virtual environments in multimedia research, including those for mobile platforms;
- 3-D imaging technology;
- digital image and sound analysis;
- information aesthetics and approaches to visualizations of humanities topics and research;
- computer gaming and simulations as applied to the humanities;
- high-performance computing or supercomputing and the humanities; and
- advanced Geographic Information Systems applications.

Institutes for Advanced Topics in the Digital Humanities grants may not be used for

- digitization of collections;
- support for workshops on routine computer applications (for example, training in HTML mark-up) from which little new knowledge about techniques or approaches in the digital humanities will emerge;
- the development and presentation of courses or programs that focus on the skills and knowledge required to preserve, digitize, or catalog humanities collections, such as training in digital scanning;
- graduate programs in the digital humanities; or
- programs that are not regional (multistate) or national in scope.

Applications seeking support for training programs on the care and management of—and the creation of intellectual access to—library, archival, and material culture collections, including digital preservation programs, should apply to the [Education and Training Grants program](#) of the NEH Division of Preservation and Access.

Applicants seeking support for conferences on topics of major importance in the humanities that will benefit ongoing research should apply to the [Collaborative Research program](#) of the NEH Division of Research Programs.

## **Providing access to grant 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 and easy access to the wide range of NEH award products. For the Institutes for Advanced Topics in the Digital Humanities program, such products may include digital curricula, websites, and the like. For projects that lead to the development of websites, all other considerations being equal, NEH gives preference to those that provide free access to the public. Detailed guidance on access and dissemination matters can be found in the discussion of “Impact and evaluation” in the instructions for preparing the narrative.

## **II. Award Information**

Awards normally range from one to three years and from \$50,000 to a maximum of \$250,000 in outright funds.

### **Cost sharing**

Cost sharing is not required in this program.

## **III. Eligibility**

Any U.S. nonprofit organization with IRS tax-exempt status is eligible, as are state and local governmental agencies and federally recognized Indian tribal governments. Individuals are not eligible to apply.

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. Although comments on draft proposals are not part of the formal review process and have no bearing on the final outcome of the proposal, previous applicants 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 are optional; if you choose to submit one, send it as an attachment to [odh@neh.gov](mailto:odh@neh.gov).

Applicants are encouraged to consult the sample narratives of recently funded projects, which are available on the [program resource page](#).

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

### 1. **Description of the project and its significance**

Provide a one-page abstract written for a nonspecialist audience, clearly explaining the project's intellectual significance for the humanities, its principal activities, and its expected results. Describe the research questions or the learning outcomes to be considered that would benefit humanities scholarship, and describe the project's intended outcome in quantitative terms (for example, the number of participants).

### 2. **Table of contents**

List all parts of the application and, beginning with the narrative, number all pages consecutively.

### 3. **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.

Limit the narrative to ten single-spaced pages. All pages should have one-inch margins, and the font size should be no smaller than eleven point. Use appendices to provide supplementary material.

Keep the application review criteria (see Section V) in mind when writing the narrative, which consists of the following sections:

- **Significance**

Describe for a general audience the project's intellectual significance for the humanities.

Discuss the national or regional needs that this program will serve. This discussion should include the program's intended audience, its potential impact on digital humanities practices, and the ultimate audience that will benefit. Describe how this program relates to others of a similar nature that currently

exist or have been conducted in the past. Clarify the degree to which this program will build on past work or break new ground.

- **Institutional profile**

Provide general information about the applicant institution or organization and explain the chosen venues. Describe any special facilities—such as laboratories, humanities centers, libraries, or collections—that will be made available to participants. If the proposed project will be residential, discuss provisions for housing.

- **Curriculum and work plan**

Thoroughly describe the content of the project, including requirements for attendance; the time, location, duration, and structure of the program; and the materials to be used. Summarize presentations and discussion topics, include assigned and recommended readings, and identify other resources and materials to be used. (Include a detailed work plan and schedule in an appendix.)

If you are requesting complete or partial funding for the development, acquisition, preservation, or enhancement of geospatial data, products, or services, you must conduct a due diligence search at the Data.gov [list of datasets](#) to discover whether the 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](#).

Give careful consideration to the proposed dates of the institute, taking into account the variety of academic schedules across the country.

- **Participants**

Describe how participants for the institutes will be chosen. Discuss the procedures for ensuring a robust applicant pool. If some or all of the applicants will be preselected, justify this approach. Explain how the curriculum and duration of the program reflect the subjects taught and the educational needs or level of the attendees.

Project directors of previously funded Institutes for Advanced Topics in the Digital Humanities must include

1. a description of the number of applications received and number of participants selected for their most recently offered project;

2. copies of all participants' evaluations of the most recently offered project (in an appendix); and
3. an explanation of how their experience as directors has shaped the project currently being proposed. This explanation may be woven into the narrative description or included in an appendix.

- **Impact and evaluation**

Discuss the program's expected results, their impact on digital humanities scholarship, and any plans for wider dissemination. Describe any plans, including listservs and websites, to facilitate discussion and collaboration among participants after the initial learning opportunity. Explain any plans for making the institute curriculum available to an audience beyond the institute participants (for example, through audio or video recordings of institute activities). Indicate how the program and its results will be evaluated by participants and by the applicant organization.

Successful applicants will be expected to create a "lessons learned" white paper. This white paper should document the project, including lessons learned, so that others can benefit from the grantees' experience. This white paper will be posted on the NEH website.

- **Staff, faculty, and consultants**

Using short paragraphs, identify the principal faculty, visiting lecturers, master teachers, and support staff and describe their roles, responsibilities, and qualifications. Include in an appendix letters of commitment and brief (two-page) résumés.

#### 4. **Budget**

Using the instructions and the sample budget, complete the budget form (MS Excel format) or a format of your own that includes all the required information. (You can find links to the budget instructions, sample budget, and budget form on the [program resource page](#).) Applicants should submit their budgets in a font of at least eleven points. While all items should be justified by the narrative, you may include further explanation in a brief budget narrative appended to the budget.

If you are claiming indirect costs, attach a copy of your institution's current federally negotiated indirect cost rate agreement to the budget form. Alternatively, you can use NEH's rate of up to 12 percent of the total direct costs, less distorting items (including but not limited to capital expenditures, participant stipends, fellowships, and the portion of each subgrant or subcontract in excess of \$25,000).



All project directors will attend a planning meeting at the NEH offices in Washington, D.C., in fall 2014. Project directors should accordingly include in the “Travel Costs” section of the budget the costs for a trip to attend a one-day meeting in the first year of the requested grant period.

If stipends are to be offered to participants, we recommend that those stipends not exceed \$125 per day. Stipends should be commensurate with the time commitment expected of the participants.

Project directors are generally compensated for the time required to oversee all arrangements, recruit and select the participants, and conduct the active portion of the project. For example, the following percentages of the base annual academic salary are recommended as appropriate compensation for multiple-week projects: 13.9 percent for a two-week session, 16.6 percent for a three-week session, 19.4 percent for a four-week session, 22.2 percent for a five-week session, and 25 percent for a six-week session. Co-directors would each receive 80 percent of these amounts.

Generally, the honoraria for visiting faculty and other consultants should be no higher than \$500 per person per day or \$2,000 per person per week.

Refreshments, as well as lunch, may be offered to participants attending day-long institute activities, provided that such costs are reasonable and that per diem rates are adjusted accordingly. Please note that the cost of receptions and other social or entertainment activities is not allowable and may not be included in the budget.

For any outsourced work, third-party contractor costs should be included in the budget category “Services.” Attach a complete itemization of these costs to the budget form. If there is more than one contractor, each one must be listed on the budget form and the costs itemized separately.

## 5. Appendices

Use appendices to provide

- a course outline (that is, a detailed work plan and schedule);
- brief (two-page) résumés for staff with major responsibilities for the project’s implementation;
- job descriptions for any additional staff who will be hired specifically to work on the project;
- letters of commitment from outside participants and cooperating institutions;

- for project directors of previously funded Institutes for Advanced Topics in the Digital Humanities, copies of all participants' evaluations of the most recently offered project;
- for project directors of previously funded Institutes for Advanced Topics in the Digital Humanities, an explanation of how their experience as directors has shaped the project currently being proposed (unless this explanation is included in the narrative); and
- a list in alphabetical order, surnames first, of staff, faculty, and their institutional affiliations. Because these individuals may not participate in the review process, this list is used to ensure that prospective evaluators have no conflict of interest with the projects that they will assess.

## HOW TO SUBMIT YOUR APPLICATION

The application must be submitted to Grants.gov. Links to the Grants.gov application package and instructions for preparing and submitting the package can be found on the [program resource page](#).

### Deadlines

Program staff recommends that draft proposals, which are optional, 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 by March 11, 2014.** Grants.gov will date- and time-stamp your application after it is fully uploaded. **Applications submitted after that date will not be accepted.**

The application submitted to Grants.gov must contain all the required elements, including résumés of advising scholars and letters of commitment. No material missing from the Grants.gov submission may be submitted in hard copy after the deadline.

## V. Application Review

Evaluators are asked to apply the following criteria in assessing applications:

- the intellectual significance of the project for research and teaching in the humanities;
- the quality of the conception, definition, organization, and description of the project and the applicant's clarity of expression;

- the soundness of the program’s methodology and work plan, as well as the appropriateness of the digital technology being studied at the institute;
- the professional training and experience of the staff in relation to the activity for which support is requested; and
- the appropriateness of the project’s budget, in view of the project’s design and likely 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. More details about NEH’s review process are available [here](#).

## **VI. Award Administration Information**

### **System for Award Management Entity records**

The Federal Funding Accountability and Transparency Act (FFATA) requires federal agencies to make information about the expenditure of tax funds available to the public. To facilitate this, an applicant organization must maintain current information in its Entity record in the System for Award Management (SAM), which now administers the former Central Contractor Registry (CCR). You must therefore review and update the information in your Entity record at least annually after the initial registration, and more frequently if required by changes in your information or another award term. In order for you to apply for an award via Grants.gov, receive an award, or receive payment on an award, the information in your Entity record must be current. You can update your organization’s Entity record [here](#). You may need a new SAM User Account to register or update your Entity record.

### **Award notices**

Applicants will be notified of the decision by e-mail in August 2014. Institutional grants administrators and project directors of successful applications will receive award documents by e-mail in September 2014. 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 in some cases interim performance reports will also be required. Further details can be found in [Performance Reporting Requirements](#).

A final [Federal Financial Report](#) (SF-425, PDF) 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. 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, refer to

Grants.gov: [www.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/web/grants/applicants/applicant-resources.html>

Grant.gov support line: 1-800-518-GRANTS (4726)

Grants.gov [troubleshooting tips](#)

## **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.

## APPLICATION CHECKLIST

- **Verify and if necessary update your institution's Entity record, or create an Entity record for your institution, at the System for Award Management (SAM).** Complete at least four weeks before the deadline.
- **Verify your institution's registration or register your institution with Grants.gov.** Complete at least two weeks before deadline.
- **Download the application package from Grants.gov.** The [program resource page](#) on NEH's website has a direct link to the package. You can also search Grants.gov for this program.
- **Complete the following forms contained in the Grants.gov application package.**
  1. Application for Federal Domestic Assistance - Short Organizational
  2. Supplementary Cover Sheet for NEH Grant Programs
  3. Project/Performance Site Location(s) Form
  4. Attachments Form—Using this form, attach the parts of your application as described in the guidelines:
    - ATTACHMENT 1: One-page summary (name the file “summary.pdf”)
    - ATTACHMENT 2: Table of contents (name the file “contents.pdf”)
    - ATTACHMENT 3: Narrative (name the file “narrative.pdf”)

**ATTACHMENT 4:** Budget and—if you are claiming indirect costs—a copy of your institution’s current federally negotiated indirect cost rate agreement (name the file “budget.pdf”)

**ATTACHMENT 5:** Appendices (name the file “appendices.pdf”)

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. You can learn more about converting documents into PDFs [here](#).

**Upload your application to Grants.gov.** 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).