Table of Contents

How to Use This Document

These instructions are for the **Research Grants in the Arts** category.

A Research Grants in the Arts application consists of two parts:

Part 1: Submit the *Application for Federal Domestic Assistance/Short Organizational Form* to Grants.gov

- This form collects basic information about your organization. You must complete Part 1 in order to have access to Part 2.

Part 2: Submit the *Grant Application Form* through the NEA's Applicant Portal

- This is where you will complete the remainder of your application, including:
    - Answers to narrative questions about your organization and project,
    - Budget information about your organization and project, and
    - Information about key individuals and partners.

This document will walk you through how to submit both parts of the application.

Unless otherwise specified, the information that you provide will be reviewed in accordance with the Review Criteria. Your narrative should address each of these "Review Criteria" and include information on the following, as relevant to your project.

Deadlines:

Part 1 - Submit to Grants.gov	**March 28, 2022 by 11:59 p.m., Eastern Time**
Prepare application material so that it's ready to upload when the Applicant Portal opens	
Part 2 - Submit to Applicant Portal	**March 31, 2022 at 9:00 a.m., Eastern Time, to April 7, 2022 at 11:59 p.m., Eastern Time**

The Applicant Portal will only be available during the dates listed above for Part 2. You will not be able to access the portal until the first day in the window.

Part 1: Submit the Application for Federal Domestic Assistance/Short Organizational Form to Grants.gov

You will use Grants.gov Workspace to complete Part 1 in Grants.gov. For a detailed guide on how to use Workspace, see here.

1. Access the application package on the How to Apply page by clicking on the link found under "Go to the Grant Opportunity Package." This will take you **directly** to the pre-populated application package in Grants.gov.

2. The Grants.gov "View Grant Opportunity" screen will open, click the red "Apply" button.

3. You will be prompted to enter your Grants.gov Username and Password. In order to create the Workspace application, you must be logged into Grants.gov with a participant role of either **Workspace Manager** or **Authorized Organization Representative (AOR).** More information on participant roles can be found here.

4. After logging in, to create a Workspace application:
   a. Fill in the Application Filing Name field, then
   b. Click the **Create Workspace** button.

5. Afterwards, you will be directed to the Manage Workspace page, where you can begin working on the application.

Reminder: Grants.gov is a government-wide portal, and NEA staff does not have control of, nor administrative access to, the site. If you run into technical issues with Grants.gov, please contact them directly at 1-800-518-4726 or via email support@grants.gov. The Grants.gov Contact Center is available 24 hours a day, 7 days a week.

support@grants.gov

Step 1: Complete the Form

All asterisked (*) items and yellow fields on this form are required and must be completed before you will be able to submit the form. Do not type in all capital letters when completing the form. Enter information directly into the form. Do not copy from an old Application for Federal Domestic Assistance/Short Organizational Form or another document and paste into the form.

EMAILS: Due to restrictions from the Department of Homeland Security we are not able to send emails to alias addresses that forward to another email account. Do not enter this type of email address.

1. Name of Federal Agency: Pre-populated.

2. Catalog of Federal Domestic Assistance Number: Pre-populated.

3. Date Received: This will be filled automatically with the date that you submit your application; leave blank.

4. Funding Opportunity Number: Pre-populated.

5. Applicant Information:

a. Legal Name: The name provided here must be the applicant's legal name as it appears in the current IRS 501(c)(3) status letter or in the official document that identifies the organization as a unit of state or local government, or as a federally recognized tribal community or tribe. (Do not use your organization's popular name, if different.)

b. Address: Use Street 1 for your organization's physical street address. This address should match the address that you used with the SAM (System for Award Management). In addition, use Street 2 for your organization's mailing address if it differs from the physical street address.

In the Zip/Postal Code box, organizations in the United States should enter the **full 9-digit zip code** that was assigned by the U.S. Postal Service. If you do not know your full zip code, you may look it up at www.usps.com/zip4/.

d. Type of Applicant: Select the item that best characterizes your organization from the menu in the first drop down box. Additional choices are optional.

e. Employer/Taxpayer Identification Number (EIN/TIN): Enter the 9-digit number that was assigned by the Internal Revenue Service; do not use a Social Security Number.

f. Organizational UEI: All organizational applicants for federal funds must have a UEI. Enter your organization's UEI here. You can find your UEI in your System for Award Management (SAM) record. If you cannot locate your UEI, contact SAM for assistance. NOTE: Do not enter a DUNS number here. **The characters that you enter here must match with the UEI that you used with the SAM (System for Award Management) as part of the Grants.gov registration. Otherwise, your application will not be validated by Grants.gov and will be rejected.**

g. Congressional District: Enter the number of the Congressional District where the applicant organization is located. The Congressional District that you enter here must match with the Congressional District that you used with the SAM (System for Award Management) as part of the Grants.gov registration.

Use the following format: 2-character State Abbreviation-3 character District Number. For example, if your organization is located in the 5th Congressional District of California, enter "CA-005." If your state has a single At-Large Representative or your territory has a single Delegate, enter your 2-character state/territory abbreviation and "-000." If you need help determining your district, go to www.house.gov and use the "Find Your Representative" tool.

6. **Project Information**:

a. Project Title: Enter "N/A." You will provide a project title in the NEA's Applicant Portal during Part 2 of the application process, not in Grants.gov. Anything you enter in Grants.gov will not be used in the review of your application and will be overwritten by what you submit in the Applicant Portal.

b. Project Description: Enter "N/A." You will provide a project description in the NEA's Applicant Portal during Part 2 of the application process, not in Grants.gov. Anything you enter in Grants.gov will not be used in the review of your application and will be overwritten by what you submit in the Applicant Portal.

c. Proposed Project Start Date/End Date: Enter the beginning and ending dates for your requested period of performance, i.e., the span of time necessary to plan, execute, and close out your proposed project. The start date should be the first day of the month, and the end date should be the last day of the month.

For Research Grants in the Arts applicants: Our support of a project may start on or after **January 1, 2023.** A grant period should not exceed two years; for projects that include primary data collection activities the grant period should not exceed three years.

Your budget should include only the activities and costs incurred during the requested period of performance.

7. Project Director:

Provide contact information, including an email address that will be valid through the announcement date for your category. Optional: Select a Prefix (e.g., Ms., Mr.)

The Project Director should be the Principal Investigator who has the authority and responsibility for the proper conduct of the research, including the appropriate use of federal funds. This individual will have primary responsibility for communicating with the NEA on the scientific and related budgetary aspects of the project.

8. Primary Contact/Grant Administrator:

Provide the requested information for the individual who should be contacted on matters involving this application and the administration of any grant that may be awarded. For colleges and universities, this person is often a Sponsored Research, Sponsored Programs, or Contracts and Grants Officer. For the Telephone number field, use the following format: 000-000-0000. Optional: Select a Prefix (e.g., Ms., Mr.)

This individual may be the same as the Project Director. If this is the case, you may check the "Same as Project Director" box and not repeat information that you have already provided in Item 7. If the Primary Contact/Grant Administrator is the same as the Authorizing Official, complete all items under both 8 and 9 even though there will be some repetition.

9. Authorized Representative:

Enter the requested information for the AOR (Authorized Organization Representative) who is authorized to submit this application to Grants.gov. Optional: Select a Prefix (e.g., Ms., Mr.)

The AOR must have the legal authority to obligate your organization (e. g., be a senior member of the staff such as an Executive Director, Director of Development). See specific requirements for who can serve as an AOR for colleges and universities. Contractors, including grant writers or grant consultants, or administrative support staff cannot serve as an AOR.

NOTE: By clicking the "I Agree" box at the top of Item 9, this individual will be certifying compliance with relevant federal requirements on your organization's behalf. These requirements can be found in the Assurance of Compliance section of these guidelines.

The "Signature of Authorized Representative" and "Date Signed" boxes will be populated by Grants.gov upon submission of the application.

Step 2: Submit the form via Grants.gov's Workspace

Be certain that you are satisfied with your *Application for Federal Domestic Assistance/Short Organizational Form* before you click submit. No revisions to your form are possible through Grants.gov once it is submitted.

We strongly suggest that you submit your application well before the deadline. This should provide ample time to resolve any problems you might encounter.

Navigate to the **Forms** tab on the **Manage Workspace** page:

- Once the form is filled out and the **Form Status** column says "Passed," it will be ready for submission.
  - Important note: The status "Forms Passed" does NOT indicate that your application has been submitted, only that your forms have been filled out. You still need to click the Sign and Submit button after receiving the "Forms Passed" status. For more information, review the Forms Tab help article.
- Click **Complete and Notify AOR**, which will notify the user(s) with the AOR role that the workspace is ready to submit.
- The AOR must click **Sign and Submit** to submit the application. Detailed instructions can be found here.

After the AOR submits the application, they will see a confirmation screen explaining that the submission is being processed. **Take a screenshot and retain the Grants.gov Tracking Number that you receive in the application submission confirmation screen**.

Step 3: Confirm Application Submission

Verify that the application was validated by the Grants.gov system. Take a screenshot of the validation confirmation for your records.

You can track the progress of your application submission through Grants.gov. in one of three ways:

- Check the progress bar in Workspace. When your application has been successfully received, the bar will be green and a check mark will appear in each bubble.
- When logged in to Grants.gov, click the Check Application Status link under the Applicants drop-down menu and search for the submitted application.
- When not logged in to Grants.gov, go to Track My Application and enter your Grants.gov Tracking Numbers. Then click the Track button to see the status listings of the valid tracking numbers entered. This function will only work if you have a tracking number.

For more information about checking Grants.gov application status and a complete list of statuses, see here.

Do not wait until the day of the deadline to verify your submission in case you encounter any difficulties. Failure to successfully submit the Application for Federal Domestic Assistance/Short Organizational Form through Grants.gov will make you ineligible to complete Part 2 of the application process.

Part 2: Submit the *Grant Application Form* through the Applicant Portal

You will only be able to complete Part 2 of the Research Grants in the Arts application process if you have successfully submitted Part 1 of the application to Grants.gov by the appropriate deadline.

You will not have access to the Applicant Portal until the Part 2 application window opens as described in the calendar. However, **we urge you to use this document to prepare your responses and material well in advance** so you will have them ready to upload once the system opens. The Applicant Portal is an NEA administered site, if you run into technical issues, please reach out to us at nearesearchgrants@arts.gov.

Access the Applicant Portal

Log on to the Applicant Portal at: https://applicantportal.arts.gov

Log on credentials:

User Name = Grants.gov Tracking Number (Example: "GRANT12345678")

- Your Grants.gov tracking number is assigned to you by Grants.gov at the time you submit Part 1 of your application.
- A confirmation screen will appear in Grants.gov once your submission is complete.
- Your Grants.gov tracking number will be provided at the bottom of the screen.

Password = Agency Tracking Number/NEA Application Number (Example: "3327319")

- The NEA assigns the number to your application 1-2 business days after you submit Part 1 of your application.
- Log on to Grants.gov with your Grants.gov Username and Password.
- Under Grant Applications, select Check Application Status.

- Once in the Check Application Status feature, look for your Grants.gov Tracking Number and select Details under the Actions column.
- You'll be taken to the Submission Details screen to find your Agency Tracking#/NEA Application Number.
- NOTE: Check Application Status is a separate feature from Track My Application at Grants.gov.

The User Name and Password can only be used by one person at a time in the Applicant Portal. If multiple people use the User Name and Password at the same time to work on an application, data will be lost.

Technical notes for using the Applicant Portal:

- The Applicant Portal is best viewed in the following browsers: Chrome 58+, Firefox 54+, or Microsoft Edge 44+. You should only open the Applicant Portal in one browser at a time to enter information. Cookies and JavaScript may need to be enabled for you to successfully view the site. You might also need to disable AdBlocker and/or similar software.
- Most problems can be solved by changing your browser. Be sure to first copy and paste any text into Notepad (if you're using a PC) or TextEdit (if you're using a Mac) before copying it into the Applicant Portal. This will strip away any HTML coding that may add unwanted additional characters to text (however, any formatting you had will be deleted). These additional characters can be added due to some special characters such as ampersands, quotation marks, apostrophes, and angle brackets.
- Limit character counts by using a solution other than special characters (e.g., instead of using quotation marks for titles of works, put them in italics), using only one space at the end of sentences, and limiting the use of tabs.
- Hit "Save" and log off if you plan to leave the Applicant Portal with work in progress. Your session will deactivate after a period of time and you could lose content.
- You may use the "Print" function in the upper right-hand corner to create a printable version of your application at any point during the application process. You may save this as a separate file by either choosing "Save as PDF" from your print dialogue box, or by copying and pasting into a separate document. We strongly recommend that you save a final copy right after you click Submit.
- View the **Grant Application Form Tutorial** to assist you in completing the online form.

Fill out the Grant Application Form

The Applicant Portal platform has six tabs, some of which have sub-tabs:

- Tab 1: View Application Data
- Tab 2: Organizational Information

- Tab 3: Project Details
- Tab 4: Project Budget
- Tab 5: Items to Upload
- Tab 6: Organization & Project Data

To submit your application, you must provide a response to every question denoted with a red * in the Applicant Portal.

Tab 1: View Application Data

This section is the first screen you will see when you open the GAF. It cannot be edited; it is autopopulated with information you entered on the Application for Federal Domestic Assistance/Short Organizational Form that was submitted to Grants.gov. If you find any incorrect information on this page, contact the staff at nearesearchgrants@arts.gov.

When filling out the Grant Application Form, you must adhere to the character count limit in each section. Do not include hyperlinks.

Tab 2: Organizational Info

Subtab 1: Organization Information

You will be asked to provide the following information in this section:

Legal Name (should match Application for Federal Domestic Assistance/Short Organizational Form)

Popular Name (if different)

Mission of Your Organization (500 character limit, including spaces)

Summary of the background/history of your organization. Include summaries and examples of your organization's operating history separately for three recent years prior to the application deadline. If your organization's operations were affected or suspended due to COVID-19, you may list 2020, 2021, or 2022 activities that were cancelled or reimagined due to the pandemic, including activities related to virtual programs, planning, and COVID-19 recovery. You may also choose to list operating history from another recent year. Providing information in bulleted or list form is acceptable. (4,000 character limit, including spaces)

Subtab 2: Organization Budget

Budget Form: You must complete this section using figures for the most recently completed fiscal year, the previous fiscal year, and the fiscal year prior to that.

Sample View:

	Most Recently Completed FY	Previous FY	Two FYs Prior
FY End Date (MM/DD/YYYY)	1/1/2017		
INCOME:			
Earned	$0	$0	$0
Contributed	$0	$0	$0
Total Income	0	0	$0
EXPENSES:			
Artistic Salaries	$0	$0	$0
Production / Exhibition / Service Expenses	$0	$0	$0
Administrative Expenses	$0	$0	$0
Total Expenses	0	0	$0
OPERATING SURPLUS / DEFICIT (single year)	$0	$0	$0

When completing this form you'll use the line items below for each fiscal year. Unaudited figures are acceptable. Figures that amount to $0 are acceptable in cases where organizations do not have a budget line for that particular figure. Because budget information will vary for each organization, each field is not required. However, you should provide budget information in some of these fields.

Income

- **Earned**: Revenues that are received through the sale of goods, services performed, or from investments. Examples: ticket sales, subscription revenue, contractual fees, interest income.
- **Contributed**: Gifts that are received which are available to support operations. Examples: annual fund donations, grants for general operating or project support, in-kind contributions.

Expenses

- **Artistic Salaries**: Costs that are directly related to the creation, production, and presentation of art work. Examples: fees for dancers, choreographers, actors, curators, artistic directors, contributors to literary publications. Include arts personnel that are on your staff as well as those that are paid on a contract or fee basis.
- **Production/exhibition/service expenses**: All program or service delivery costs, excluding artistic salaries and fees that are listed above. Examples: research expenditures; presentation costs; costs of sets, costumes, and lighting; publication costs of catalogues or literary magazines; costs of access accommodations.
- **Administrative expenses**: All other costs that are incurred during the normal course of business. Examples: outside professional non-artistic services, space rental, travel, marketing, administrative salaries, utilities, insurance, postage.

NOTE: The figures are subject to verification by the NEA.

If your organization is a smaller entity that exists within a larger organization (such as a museum or a literary organization housed at a college or university), submit information for the smaller entity. **This is intended to show your organization's fiscal activity as it relates to operations**. Do not include activity related to a capital campaign (such as raising money for a new facility, an endowment fund, or a cash reserve fund). You will be given an opportunity to explain and discuss the fiscal health of your organization, including identifying the source of the activities, as needed. We may request additional information to clarify an organization's financial position.

Fiscal Health: Discuss the fiscal health of your organization. You may use this space to discuss how the COVID-19 pandemic may have affected your organization’s budget. In addition, you must explain: 1) any changes of 15% or more in either your income or expenses from one year to the next, and 2) plans for reducing any deficit (include the factors that contributed to the deficit and its amount). (1,000 character limit, including spaces)

Tab 3: Project Details

Subtab 1: Project Activity

Project Title: Provide a brief descriptive title for your proposed project. For example: To support a study examining the physical, cognitive, social, and emotional effects of music engagement on low-income, older adults. (200 character limit, including spaces)

Project Summary: In two or three sentences, clearly describe the specific project you would like us to support, and state why the project is important. Include, as applicable, the target population that will be served, and where the project will take place during the period of performance. (750 character limit, including spaces)

Project Description (30,000 character limit, including spaces)

The information that you provide will be reviewed in accordance with the **Review Criteria**. Your narrative should address each of these "Review Criteria" and include information on the following, as relevant to your project.

If any of the activities related to your proposal are included in a current NEA application or award, include the applicable application or award number, and clearly state that you are not requesting funding for the same activity. NOTE: You may not receive more than one NEA award for the same expenses. There can be no overlapping project costs within the submitted budget with other federally sponsored projects, including from federal agencies other than the NEA.

Include information on activities that will take place *during the requested period of performance*. Be as specific as possible about actual activities and describe them in full. Do not merely describe the vision or long-term goals for the project. You may present information about a broader initiative, if applicable, but be very specific about the phase(s) of your project that are included in your request for funding (e.g., "funding is being requested for 'B' of 'ABC' activity).

Organize your response a), b), c), etc. and use the boldfaced language in the instructions as a heading for each item. For example, heading a) will include the narrative related to the research motivation, heading b) will include the narrative related to the research design, etc. Be as specific as possible about your plans for accomplishing all aspects of the project that will take place during the project period.

If you do not include all of the components below in this section, your application will be incomplete and will not be reviewed by panelists.

a. **Research motivation.** List specific research questions that will be examined and provide detailed contextual information on their significance to the value and/or impact of the arts. Include a review of any relevant theoretical and/or empirical literature regarding the unique potential contribution of this research. If possible, describe hypotheses motivating the research questions. Figures or visual representations that demonstrate a model or framework are encouraged and may be included as a special attachment; do not include images in the text box. **Strong justification for the research should be presented beyond merely restating that the NEA is interested in such projects.**

b. **Research design.** Provide a clear and detailed research design, including descriptions of any proposed qualitative, quantitative, or mixed-method design, and strong justification for the proposed design.

   I. **Sample(s)**. Clearly describe information about the study sample (including intervention and control/comparison groups, if applicable), such as the demographics of the individuals or organizations, the sampling design and expected response rate (if appropriate).
   II. **Data Source(s).** Clearly describe the information to be collected and/or used, including any procedures, assessments, interview protocols, coding schemes, databases, etc. If any information will be derived from archived sources, then include the year(s) that the data were collected and any other pertinent information about the sample. Describe how the data lend themselves to addressing the proposed research questions, and discuss any significant limitations posed by the data. If the project involves collecting qualitative and/or quantitative data, then include any steps to be taken to ensure high quality and reliable data, such as methods to reduce researcher and/or participant biases; fidelity of program implementation through routine monitoring and oversight; and methods that provide information on the appropriateness of the sample size. If the project involves analyzing variables from more than one data source concurrently, discuss the appropriateness of establishing any relationships between the variables and/or data in question.

c. **Data analyses.** Describe the data analysis procedures. To the extent possible, provide detailed information about the types of qualitative and/or quantitative information that will be manipulated and/or used to answer each research question (figures or visual representations that demonstrate a model or framework are encouraged and may be included as a special attachment). If applicable, specify the statistical model (i.e., relationships between independent and dependent variables) and hypotheses, and explain any measures that will be used to operationalize the model.
d. **Works cited or references** of literature cited.

Data management plan (5,000 character limit, including spaces)**:** Describe the types of raw data and meta-data to be generated by the project, and address any plans for sharing those data with other researchers and the public. The data management plan will be evaluated by panelists as part of the application review. At a minimum, data management plans should address:

- *Types of raw data (e.g., results of data collection) and meta-data (e.g., data collection instruments, codebooks)* to be produced in the course of the research project.

- *Standards to be used for raw- and meta-data format and content*. Where existing standards are absent or inadequate, this should be documented along with any proposed solutions or remedies.
- *Policies for sharing the raw- and meta-data with researchers and the public*, including provisions for appropriate protection of privacy, confidentiality, security, intellectual property, or other rights or requirements (to include but is not limited to securing and handling Protected Health Information (PHI) and Personally Identifiable Information (PII)). This may include reference to HIPAA Privacy Rule, de-identification of personally identifiable information, IRB, and permissions and/or protections of minors and other sensitive populations as appropriate. To the degree possible, explain factors that may affect making the data publicly available. If appropriate, explain the lowest level of aggregated data that will be shared with others.
- *Plans for archiving the raw- and meta-data, and for ensuring continuous access to them* beyond the project period. Describe physical and virtual resources and/or facilities that will be used for data preservation. Include any third-party data repositories. Explain changes to any roles and responsibilities that will occur if the project leaders leave the applicant organization or project.

A valid data management plan may include only the statement that no detailed plan is needed, as long as the statement is accompanied by a clear justification.

Subtab 2: Project Partners

Selection of Key Organizational Partners:

An organizational partner is an outside entity that will provide resources (other than money) to support the project. Because all NEA projects require cost share/matching resources from non-federal sources, organizations that only provide money are not considered partners. Funders are not excluded from being partners, but they must also supply human resources or information capital, or actively participate in another way. If applicable, briefly describe the process and criteria for the selection of key organizations that will be involved in the project. Where relevant, describe their involvement in the development of the project to date. Where they remain to be selected, describe the selection procedures that you plan to follow and the qualifications that you seek. Organizational partners are not required. (1,000 character limit, including spaces)

Description of Key Organizational Partners: Include brief, current descriptions of the key organizational partners. You may include up to 10.

- **Organization Name**
- **Proposed or committed?** Select answer from drop-down.

- **Description of the Organization**, including the proposed role in the project (500 character limit per partner, including spaces)

Subtab 3: Key Individuals

Selection of Key Individuals:

Briefly describe the process and criteria for the selection of key staff (including the project director), consultants, advisors, artists, designers - anyone who will be a key contributor to the success of your proposed project, regardless of their organizational affiliation - that will be involved in this project. Where relevant, describe their involvement in the development of the project to date. If you are applying for a project for which the key individuals are not yet identified, describe the process for selecting them, i.e., open submissions, reading committee, selection by the artistic director, etc., and the qualifications that you seek. (1,000 character limit, including spaces)

Bios of Key Individuals: Include brief, current biographies of the key individuals. You may include up to 5.

- **First Name**
- **Last Name** (Use this field for artistic group names or single names)
- **Proposed or committed?** Select answer from drop-down.
- **Bio.** Briefly describe the qualifications, roles, responsibilities, and percent of time to be devoted to the project for key personnel. Identify if the personnel will be involved with human subjects research and/or human subjects data (certificates of training in ethics for human research are requested as a special attachment). Include, as appropriate: education; professional experience and honors; selected peer-review and non-peer review publications, including manuscripts in preparation or under review; history of ongoing and completed research support, including sources of support; and research skills, particularly those that are relevant for the proposed project. Include affiliations within the past year and through the following year. (1,000 character limit, including spaces)

Subtab 4: Additional Project Details

Proposed Project Start Date/End Date: Enter the beginning and ending dates for your requested period of performance, i.e., the span of time necessary to plan, execute, and close out your proposed project. The start date should be the first day of the month, and the end date should be the last day of the month. Our support of a project may start on or after **January 1, 2023**. Grants generally may cover a period of performance of up to two years, with an exception for projects that include *primary data collection* as part of the proposed activity. Projects that include *primary data collection* may request up to three years. Projects that extend beyond one year will be required to submit an annual progress report, and must include updated human ethics training and Institutional Review Board (IRB) materials as necessary. Your budget should include only the activities and costs incurred during the requested period of performance. The dates you enter here will be used in the review of your application.

Project Start Date: (MM-DD-YYYY)

Project End Date: (MM-DD-YYYY)

Promotion & Publicity:
Provide plans for making all related research papers, presentations, and products accessible to the public, including use of various distribution channels and modes. Describe partnerships, if any, for distributing the results. For projects that include the development of new arts interventions and/or research tools or models, describe the potential scalability and translational ability of the project. (1,000 character limit, including spaces)

Schedule of Key Project Dates:
Describe the significant dates in the project. Costs incurred prior to January 1, 2023, cannot be included in the project budget. If you include activities that occur before January 1, 2023, in the schedule make sure that those activities and costs are not included on the Project Budget form. (1,500 character limit, including spaces)

Performance Measurement and Program Evaluation: How do you define and how will you measure success from your project? Describe any plans you have for working collaboratively with researchers, strategic consultants, program evaluators, and/or any other plans for performance measurement related to the project. Include plans to ensure fidelity of the data collection and program/therapy implementation through routine monitoring and oversight, as appropriate. Include plans for documenting and disseminating the project results, as appropriate. (1,000 character limit, including spaces)

Intended Audience/Participants/Community: Who will benefit from the project and how? What are the potential benefits from this project for researchers, practitioners, or other stakeholders within or outside the arts? Please specify any distinct groups, communities, or sectors that will benefit—including whether and how the resulting knowledge may benefit the broader public. To what extent will the project hold potential for generalizability of findings, even to discrete populations or practitioner groups? (2,000 character limit, including spaces)

Tab 4: Project Budget

NOTE: Organizations cannot receive more than one NEA award for the same expenses. This budget cannot include project costs that are supported by any other federal funds or their cost share/match, including costs that may be included in applications submitted, or awards received, by partner organizations or presenters.

Your **Project Budget** should reflect only those activities and associated costs that will be incurred during the "Period of Performance" that you have indicated for your project. Any costs incurred before or after those dates will be removed. REMINDER: The earliest allowable project start date is January 1, 2023.

We need to know how you plan to spend both the requested NEA funds, as well as your cost share/matching funds. All items in your budget, whether supported by NEA funds or your cost share/matching funds, must be reasonable, necessary to accomplish project objectives, allowable in terms of the agency's General Terms and Conditions, and adequately documented. Your "Total project income" must equal the "Total project costs/expenses."

Applicants whose projects are recommended for awards will be asked to update the project budget.

Subtab 1: Project Expenses

DIRECT COSTS are those that are identified specifically with the project during the period of performance, and are allowable. Be as specific as possible.

1. **DIRECT COSTS: Salaries and wages** cover compensation for personnel, administrative and artistic, who are paid on a salary basis. (Funds for contractual personnel and compensation for artists who are paid on a fee basis should be included in "3. Other expenses" on the Project Budget form, and not here.) Indicate the title and/or type of personnel (40 characters maximum), the number of personnel (30 characters maximum), the annual or average salary range (40 characters maximum), and the percentage of time that will be devoted to the project annually (30 characters maximum). List key staff positions and combine similar functions. Where appropriate, use ranges. If the costs for evaluation and assessment are part of staff salary and/or time, separately identify those costs.

   Salaries and wages for performers and related or supporting personnel must be estimated at rates no less than the prevailing minimum compensation as required by the Department of Labor Regulations. (See "Legal Requirements" for details.) NOTE: Salaries/wages/fringe benefits incurred in connection with fundraising specifically for the project are allowed. These costs must be incurred during the NEA project period of performance, and be approved as allowable project expenses by the agency.

   Sample View:

Project Expenses | Project Income

DIRECT COSTS: SALARIES & WAGES				
Title and/or Type of Personnel	Number of personnel	Annual or Average Salary Range	% of time devoted to this project	Amount (You must enter Zero "0" to clear Dollar fields)
Executive Director	1	$ 70,000 per yr.	25%	$17,500
Project Directors	2	$ 40-50,000 per yr.	5-40%	$22,000
Admin. Support Staff	2	$ 20-25,000 per yr.	20-30%	$11,000
		$		
		$		
		$		
		$		
			Total Salaries and Wages	$50,500

Fringe benefits are those costs other than wages or salary that are attributable to an employee, as in the form of pension, insurance, vacation and sick leave, etc. They may be included here only if they are not included as indirect costs.

Sample View:

FRINGE BENEFITS	$0
Total Salaries and Fringe Benefits	$0

2. **DIRECT COSTS: Travel** must be estimated according to the applicant's established travel practice, providing that the travel cost is reasonable and does not exceed the cost of air coach accommodations. Limit your descriptions to these character maximums: # of Travelers = 20 characters; From = 50 characters; To = 50 characters. Include subsistence costs (e.g., hotels, meals) as part of the "Amount" listed for each trip, as appropriate. Foreign travel, if any is intended, must be specified by country of origin or destination and relate to activity outlined in your narrative. Foreign travel also must conform with government regulations, including those of the U.S. Treasury Department Office of Foreign Asset Control. If NEA funds are used for foreign travel, such travel must be booked on a U.S. air-carrier when this service is available. List all trips -- both domestic and foreign -- individually. Justification for travel should be included in the project narrative and/or schedule of key project dates.

Sample View:

DIRECT COSTS: TRAVEL			
# of travelers	From	To	Amount (You must enter Zero "0" to clear Dollar fields)
		Total Travel Expenses	$0

3. **DIRECT COSTS: Other expenses** include consultant and artist fees, contractual services, promotion, acquisition fees, rights, evaluation and assessment fees, access accommodations (e.g., audio description, sign-language interpretation, closed or open captioning, large-print brochures/labeling), telephone, photocopying, postage, supplies and materials, publication, distribution, translation, transportation of items other than personnel, rental of space or equipment, and other project-specific costs. List artist compensation here if artists are paid on a fee basis. For procurement requirements related to contracts and consultants, review 2 CFR Part 200.317-.327. Limit your descriptions to 100 characters maximum.

   Television broadcast projects and educational/interpretive videos, films, and virtual streamed events must be closed or open captioned, and radio and podcast programs must be transcribed. Applicants should check with captioning and transcription vendors, as well as vendors for sign language interpretation and audio description, for estimates.

   Clearly identify the rental of equipment versus the purchase of equipment. If you intend to purchase any equipment that costs $5,000 or more per item and that has an estimated useful life of more than one year, you must identify that item here. Provide a justification for this expenditure either in this section of the Project Budget form or in your narrative. Digital computers, mobile devices, or other new technologies are considered supplies if less than $5,000 per item regardless of the length of useful life.

   If you engage in contracts of more than $15,000, identify the item or service and its relation to the project.

   Group similar items together on a single line, with only one total cost. List consultant and artist fees or contracts for professional services on consecutive lines; do not scatter them throughout the list. Specify the number of persons, the service being provided, and the applicable fee, rate, or amount of each. For other types of line items, provide details of what is included in each item.

Sample View:

DIRECT COSTS: OTHER	
Description	**Amount (You must enter Zero "0" to clear Dollar fields)**
	$0
	$0
	$0
	$0
	$0
	$0
	$0
	$0
	$0
	$0
	$0
	$0
	$0
	$0
Total Other Expenses	$0

4. **TOTAL DIRECT COSTS** is the total of all direct cost items listed in "Salaries and wages," "Travel," and "Other expenses**.**"
5. **INDIRECT COSTS**

NEA applicants have the option to include Indirect Costs in their project budgets. The inclusion of Indirect Costs is allowable, but not required.

Indirect Costs are overhead, administrative, or general operating expenses that are not readily identifiable with, or are difficult to assign to, a specific project. Nevertheless, these costs are still necessary to the operation of the organization, the performance of its activities, and the execution of its projects. Examples of Indirect Costs include the expenses associated with operating and maintaining facilities and equipment, rent, utilities, supplies, and administrative salaries.

To include indirect costs in a project budget, an applicant may choose to do ONE of the following (for help in determining which option to choose, see the Indirect Cost Guide for NEA Grantees):

- Include a reasonable figure for "Overhead and Administrative Costs" as a line item under the "Direct Costs: Other" section, and leave the "Indirect Costs (if applicable)" section blank.
- Use a *de minimis* rate of up to 10% (.10) of Modified Total Direct Costs, and enter this figure in the "Indirect Costs (if applicable)" section. The 10% *de minimis* indirect cost rate is a federally-recognized rate that non-federal entities may use to recover allowable indirect costs on grants or cooperative agreements. Modified Total Direct Costs include salaries and wages, fringe benefits, materials and supplies, services, and travel. Modified Total Direct Costs excludes equipment, capital expenditures, rental costs, scholarships and fellowships, among others. Additional information on calculating Modified Total Direct Costs can be found at 2 CFR 200.414(f).
- Use a negotiated Indirect Cost Rate Agreement (ICRA). In this case, Indirect Costs are prorated or charged to a project through a rate negotiated with the NEA or another federal agency. You are not required to have an Indirect Cost Rate Agreement to apply for or to receive a grant. In fact, only a small number of applicants and grantees to the NEA have or choose to use an ICRA. This option most commonly applies to colleges and universities. If you have an ICRA and would like to include Indirect Costs in your project budget, complete the information requested in the "Indirect Costs (if applicable)" section accordingly. When entering the name of the federal agency with which the ICRA has been negotiated, limit your description to 50 characters. Enter the percentage of the ICRA as decimals. Note that applicants may only use a Research Indirect Cost Rate Agreement for applications to the NEA's Office of Research and Analysis.

Sample View of the de minimis rate:

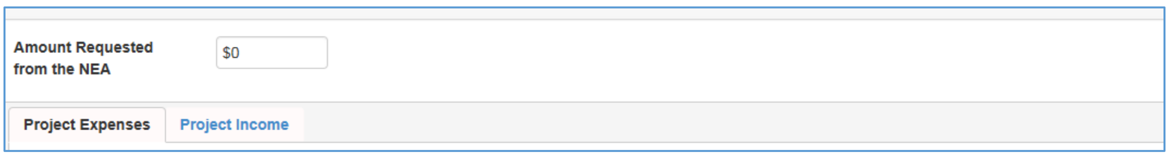
INDIRECT COSTS (if applicable)	
Federal Agency	
Rate Agency(.0000)	0.10000
Base	$10,000
TOTAL INDIRECT COSTS	

6. **TOTAL PROJECT COSTS/EXPENSES** is the total of "Total direct costs," and, if applicable, "Indirect costs." **NOTE**: "Total project income" must equal the "Total project costs/expenses." Your project budget should not equal your organization's entire operating budget.

Subtab 2: Project Income

1. **AMOUNT REQUESTED FROM THE NATIONAL ENDOWMENT FOR THE ARTS**:

Sample View:

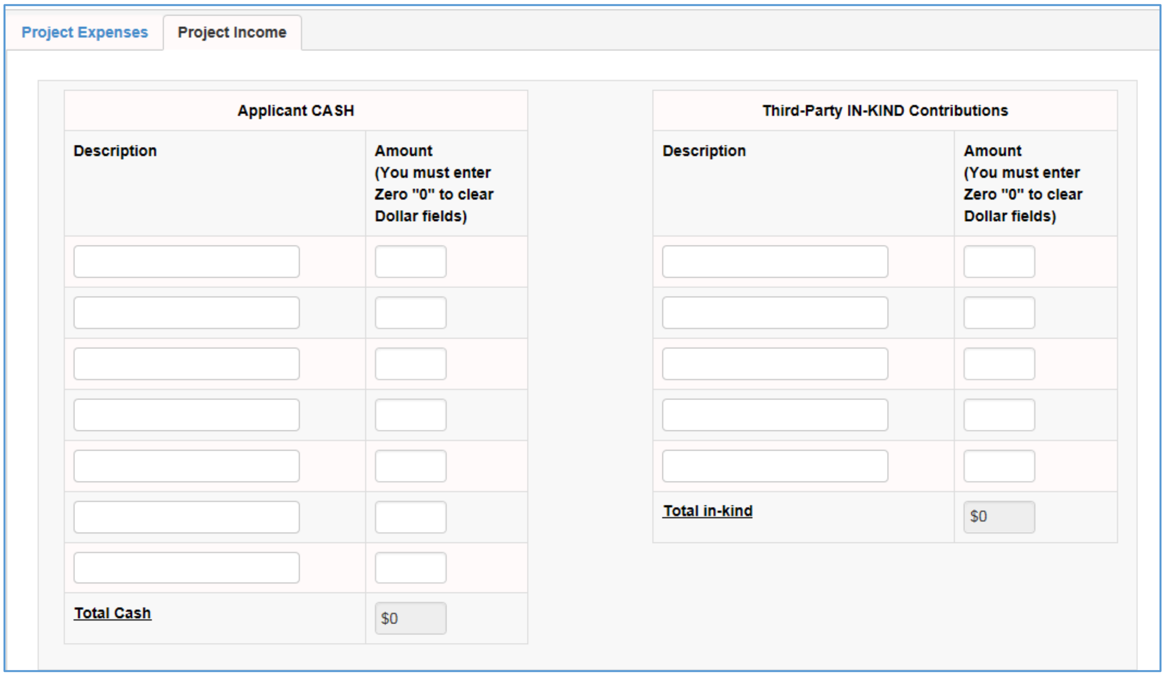


2. **TOTAL COST SHARE/MATCH FOR THIS PROJECT**: The NEA requires each applicant to obtain at least half the total cost of each project from nonfederal sources. For example, if you receive a $30,000 award, your total project costs must be at least $60,000 and you must provide at least $30,000 toward the project from nonfederal sources. These cost share/matching funds may be all cash or a combination of cash and in-kind contributions as detailed below. Be as specific as possible. For projects that include additional partners, indicate on the form the portion of the cost share/match that is being contributed by each participant. Asterisk (*) those funds that are committed or secured.

   Applicant Cash cost share/match refers to the cash contributions (including items or services that are provided by the applicant organization), grants, and revenues that are expected or received for this project. This also includes course-releases for faculty; tuition remission, course-credit, and/or internship credits for undergraduate or graduate students; and institutionally waived indirect costs. Limit your descriptions to 100 characters maximum. Do not include any NEA or other federal awards that are anticipated or received. If you include grants from your state arts agency or regional arts organization as part of your cost share/match, you must ensure that the funds do not include subgranted federal funds. Identify sources. The NEA allows the use of unrecovered indirect costs as part of the cash cost share/match. Your organization must have a federal negotiated indirect cost rate agreement to include unrecovered indirect costs.

   Third-Party In-kind: Donated space, supplies, volunteer services are goods and services that are donated by individuals or organizations other than the applicant organization (third-party). Limit your descriptions to 100 characters maximum. To qualify as cost share/matching resources, these same items also must be identified as direct costs in the project budget to ensure their allowability. In-kind items not reflected as direct costs will be removed from your budget. The dollar value of these non-cash donations should be calculated at their verifiable fair-market value. Identify sources. Reminder: Proper documentation must be maintained for all items noted as "in-kind."

Sample View:



3. **TOTAL PROJECT INCOME** is the total of "Amount requested from the National Endowment for the Arts" and “Total cost share/match for this project." **NOTE**: "Total project income" must equal the "Total project costs/expenses." Your project budget should be less than your organization's entire operating budget.

Project Expenses/Income Summary

At the end of the project budget form, the following amounts below will automatically populate in a summary table from what you have entered in the budget tables:

- Total Project Costs/Expenses (Total Direct Costs + Total Indirect Costs)
- Amount Requested from the NEA
- Total Cost Share/Match (Total Cash + Total In-Kind)
- Total Project Income (Total Cost Share/Match + Amount Requested from NEA)

Additional Project Budget Notes (Optional) Provide information to clarify any line item included in the project budget. (750 character limit, including spaces)

Tab 5: Items to Upload

There is one required item that must be uploaded by **all applicants**: permission to collect/use data (including IRB documentation).

In addition, for applicants that propose **primary data collection from human research subjects**, human ethics in research training certificates are required.

Beyond the required item(s), one optional item may be uploaded (examples related to the data collection and analysis).

See below for more specific instructions.

- **Required**: Information that documents your organization's **right to access the data and/or collect the data specified in your application.** Five pages maximum. Excess pages will be removed and not be reviewed. Include all documentation that applies:
    - Evidence that the data is in the public domain.
    - Written permission that grants you the right to access the data specified in your application. The written permission **must** explicitly identify the holder of the access and the date of consent, and, if applicable, time restrictions or other restrictions for accessing the data and the cost of the data.
    - If you will be including the purchase of the data in your Official NEA Project Budget, evidence that guarantees that you will have the right to access the dataset(s) upon purchase. Detail the process that you will use, the date by which you will purchase the data and secure access rights, and the cost of the data.
    - Applicants who include *primary data collection* as a proposed project activity are required to provide documentation regarding whether or not IRB approval is needed to execute the project. If the documentation states that IRB approval is required, then applicants also must indicate the measures they have taken or plan on taking to gain IRB approval, including evidence that they have reached out to their preferred IRB or IRBs.

      If IRB approval is needed, then you should begin working with an IRB entity as soon as possible. If you are recommended for an award, you will be expected to submit a confirmation letter on the status of your IRB submission. If you receive an award, the NEA may withhold funds until IRB approval is demonstrated.

- **Required: Human Ethics in Research Training:** If the proposed project involves *primary data collection* from human research subjects, evidence of ethics training must be included for *each* key personnel involved with primary data collection or analysis of personally identifiable information from human subjects. Evidence can take the form of an active, unexpired certificate of completion of a training module. The NEA does not specify or endorse any specific educational programs.

- **Optional**: **Examples related to the data collection and analysis**, such as graphic representations of the framework or model guiding the research project, survey instruments, interview protocols, sampling design, relevant excerpts from codebooks, and other relevant information about the data collection and analysis methods. Only include information that is relevant to the project in this item. Screenshots are allowed, but do not include non-printable media files (video and/or sound). Do not include links or embed non-printable media files (video and/or sound). Five pages maximum. Excess pages will be removed and not be reviewed**.**

The NEA may contact you for documentation of access, IRB status, and human ethics research training at any time.

Information About Uploaded Items

Your file names must not:

- Exceed 100 characters.
- Begin with a space, period, hyphen, or underline.
- Contain these characters: #%&{}\<>*?/$!‘“:+`=|"@.

When naming your files use the prefix “Training” or “Permission” or “Examples.”

For each item that you upload, you will find a descriptive field into which you will enter the following information, as appropriate:

Title box:

- Title each item with a unique name.
- Simply state the type of item using the prefix “Training” or “Permission” or “Examples.”

Description box (500 character limit, including spaces):

- Simply state the type of item.

Files must be in PDF format, and must adhere to the page limits listed in the instructions above. Excess pages will be removed as will files that are not in PDF format. Do not include hyperlinks.

Tab 6: Organization & Project Data

The NEA collects basic descriptive information about all applicants and their projects. The information that follows will help the NEA to comply with government reporting requirements, and will be used to develop statistical information about the organizations and projects it funds to report to Congress and the public. **Your responses will not be a factor in the review of your application**.

Applicant Organization Discipline: Select the primary discipline that is most relevant to your organization. This refers to the primary artistic emphasis of your organization. If you are solely a research institution, choose “None of the Above.” You will **choose one** from the following:

- Artist Community
- Arts Education Organization
- Dance
- Design
- Folk & Traditional
- Literary Arts
- Local Arts Agency
- Media Arts
- Museums
- Music
- Musical Theater
- Opera
- Presenting & Multidisciplinary Work Organization
- Theater
- Visual Arts
- None of the Above

You will also have the option of selecting two additional disciplines for your organization, though this is not required.

Applicant Organization Description: This section asks for the description that most accurately describes your organization. You will **choose one** from the following:

- Artists' Community, Arts Institute, or Camp
- Arts Center
- Arts Council / Agency
- Arts Service Organization
- College / University
- Community Service Organization
- Fair / Festival
- Foundation
- Gallery / Exhibition Space
- Government
- Historical Society / Commission

- Humanities Council / Agency
- Independent Press
- Library
- Literary Magazine
- Media-Film
- Media-Internet
- Media-Radio
- Media-Television
- Museum-Art
- Museum-Other
- Performance Facility
- Performing Group
- Presenter / Cultural Series Organization
- Religious Organization
- School District
- School of the Arts
- Social Service Organization
- Tribal Community
- Union / Professional Association
- None of the Above

You will also have the option of selecting two additional descriptions for your organization, though this is not required.

Preparedness Plans: Does your organization have a disaster preparedness plan (i.e., plans to handle disasters and emergencies such as floods, hurricanes, pandemics, and human-made disasters)? You will **choose one** from the following:

- Yes
- No

Project Activity Type: Select the option that best describes the type of project you are proposing:

- **Apprenticeship/Mentorship**
- **Arts & Health** Includes projects that support the delivery of creative arts therapies in healthcare and non-healthcare settings. Also includes projects that place arts activities in healthcare settings, and/or that seek to improve service delivery by healthcare professionals.
- **Arts Instruction** Includes lessons, classes and other means to teach knowledge of and/or skills in the arts
- **Artwork Creation** Includes media arts, design projects, and commissions

- **Audience Services** (e.g., ticket subsidies)
- **Broadcasting** via TV, cable, radio, the Web, or other digital networks
- **Building Public Awareness** Activities designed to increase public understanding of the arts or to build public support for the arts
- **Building International Understanding** Includes activities that either bring international art and/or artists to the U.S. or bring American art and/or artists to other nations
- **Concert/Performance/Reading** Includes production development
- **Curriculum Development/Implementation** Includes design, implementation, distribution of instructional materials, methods, evaluation criteria, goals, objectives, etc.
- **Distribution of Art** (e.g., films, books, prints; do not include broadcasting)
- **Exhibition** Includes visual arts, media arts, design, and exhibition development
- **Fair/Festival**
- **Identification/Documentation** (e.g., for archival or educational purposes)
- **Marketing**
- **Presenting/Touring**
- **Professional Development/Training** Activities enhancing career advancement
- **Professional Support: Administrative** Includes consultant fees
- **Professional Support: Artistic** (e.g., artists' fees, payments for artistic services)
- **Publication** (e.g., books, journals, newsletters, manuals)
- **Recording/Filming/Taping** (e.g., to extend the audience for a performance through film/tape audio/video; do not include archival projects)
- **Repair/Restoration/Conservation**
- **Research/Planning** Includes program evaluation, strategic planning, and establishing partnerships
- **Residency - School** Artist activities in an educational setting
- **Residency - Other** Artist activities in a nonschool setting
- **Seminar/Conference**
- **Student Assessment** Includes measurement of student progress toward learning objectives. Not to be used for program evaluation.
- **Technical Assistance** with technical/administrative functions
- **Web Site/Internet Development** Includes the creation or expansion of Web sites, mobile and tablet applications, the development of digital art collections, interactive services delivered via the Internet, etc.
- **Writing About Art/Criticism**
- **None of the above**

Additional Project Activity Type: Optionally, choose up to two additional types from the above list.

Proposed Beneficiaries of Project

Select all groups of people that your project intends to serve directly.

Race/Ethnicity: (Choose all that apply) U.S. federal government agencies must adhere to standards issued by the Office of Management and Budget (OMB) in October 1997, which specify that race and Hispanic origin (also known as ethnicity) are two separate and distinct concepts. These standards generally reflect a social definition of race and ethnicity recognized in this country, and they do not conform to any biological, anthropological, or genetic criteria. Origin can be viewed as the heritage, nationality group, lineage, or country of birth of the person or the person's ancestors before their arrival in the United States.

- American Indian or Alaskan Native - A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.
- Asian - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African American - A person having origins in any of the Black racial groups of Africa.
- Hispanic or Latino - People who identify their origin as Hispanic, Latino, or Spanish may be of any race.
- Native Hawaiian or Other Pacific Islander - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Other racial/ethnic group
- No specific racial/ethnic group

Age Ranges: (Choose all that apply)

- Children/Youth (0-17 years)
- Young Adults (18-24 years)
- Adults (25-64 years)
- Older Adults (65+ years)
- No specific age group

Underserved/Distinct Groups: (Choose all that apply)

- Individuals with Disabilities
- Individuals in Institutions (include people living in hospitals, hospices, nursing homes, assisted care facilities, correctional facilities, and homeless shelters)
- Individuals below the Poverty Line
- Individuals with Limited English Proficiency
- Military Veterans/Active Duty Personnel

- Youth at Risk
- Other underserved/distinct group
- No specific underserved/distinct group

Submit the Grant Application Form

We strongly urge you to complete and submit the Grant Application Form and upload materials outside of the hours of heaviest usage, which are generally 8:00 p.m. to 11:59 p.m., Eastern Time, on the day of the deadline. Staff will not be available to help you after 5:30 p.m., Eastern Time.

Submit your materials to the Applicant Portal prior to the deadline to give yourself ample time to resolve any problems that you might encounter. You take a significant risk by waiting until the day of the deadline to submit.

Step 1: Validate

- To submit your application, you must provide a response to every item denoted with a red asterisk (*).
- Click the 'Validate' link found at the top right corner of the page.
  - Click either 'Validate All' to validate all the tabs or select each link to validate separately.
  - When the Validate button is clicked, the application will go through a validation process to search for errors.
  - If there are no errors, the 'Validate' link will change to green and each tab will have a check mark by it.
  - To clear validation messages, press the Esc key.
- This feature does not check to be sure that your application is complete. Carefully review the application instructions to be sure you have submitted each required item.

Step 2: Click Save and Submit

- The “Submit” button is only visible when you are on Tab 7: Organization & Project Data.
- **You must click “Save” and then “Submit.” If you do not click the "Submit" button, your application will not be received**.
- After submitting your application, you may log back into the Applicant Portal and make changes to your submission as many times as you like up until the system closes at 11:59 p.m., Eastern Time, on the day of the deadline. You must click “Save” and “Submit” again when you are finished with any edits.

Step 3: Confirm Submission

- Ensure that your application was received by logging in to the Applicant Portal. On the first screen it will say "Submitted" if your application has been received. If your application has not yet been received, it will say "In Progress." Maintain documentation of your successful submission by taking a screenshot.
- You may use the "Print" function in the upper righthand corner to create a printable version of your application at any point during the application process. You may save this as a separate file by either choosing "Save as PDF" from your print dialogue box, or by copying and pasting into a separate document. We strongly recommend that you save a final copy right after you click Submit.