NEH/AHRC New Directions for Digital Scholarship in Cultural Institutions Call

Revised: 04/08/2020

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I. Executive Summary

The UK Arts and Humanities Research Council (AHRC) – a component body of UK Research and Innovation (UKRI) - and the US National Endowment for the Humanities (NEH), are accepting applications for the NEH/AHRC New Directions for Digital Scholarship in Cultural Institutions programme. Awards made through this programme will fund teams of researchers and cultural institution professionals in the US and UK working collaboratively to deliver transformational impacts on digital methods and digital research in cultural institutions. Applications must be submitted by teams, with at least one organisation from the US and one from the UK and where each country is represented by at least one cultural institution. An eligible UK Higher Education Institution, Independent Research Organisation or Research Council Institute must submit the application with a UK-specific budget and justification of resources under this announcement. The lead US organisation must submit the same application with a US-specific budget and budget justification to NEH. AHRC will fund the participating UK organisation(s), and NEH will fund the participating US organisation(s).

Funding available in the UK for this Call is provided as part of AHRC’s ‘UK-US Collaboration for Digital Scholarship in Cultural Institutions’ programme funded through the UKRI Fund for International Collaboration.

<table>
<thead>
<tr>
<th>Funding Opportunity Title:</th>
<th>NEH/AHRC New Directions for Digital Scholarship in Cultural Institutions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Due Date:</td>
<td>4 pm. BST 18th August 2020 / 11:59pm Eastern Time 18th August 2020</td>
</tr>
<tr>
<td>Anticipated Announcement:</td>
<td>December 2020</td>
</tr>
<tr>
<td>Estimated Number of Awards:</td>
<td>10 – 15 grants</td>
</tr>
<tr>
<td>Funding Range:</td>
<td>Level I: up to £60,000 (paid at 80%) in AHRC funding for the UK component, and up to £50,000 in NEH funding for the US organisation</td>
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<tr>
<td></td>
<td>Level II: up to £250,000 (paid at 80%) in AHRC funding for the UK component, and up to £150,000 in NEH funding for the US organisation</td>
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<tr>
<td>Match Required:</td>
<td>No</td>
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<tr>
<td>Award Duration:</td>
<td>Level I: up to 2 years</td>
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<tr>
<td></td>
<td>Level II: up to 3 years</td>
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<tr>
<td></td>
<td>All projects must start no later than 12th February 2021</td>
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<tr>
<td>Eligible Applicants:</td>
<td>Eligible applicants include UK HEIs, Independent Research Organisations and Research Council Institutes.</td>
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<td>See Section III C Eligibility Information,</td>
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II. Programme Description

A. Purpose

The AHRC is pleased to announce a Call for applications to the NEH/AHRC New Directions for Digital Scholarship in Cultural Institutions programme. This is a joint initiative between the US National Endowment for the Humanities (NEH) and the AHRC.

The overarching goal of the Call is to advance digital scholarship in cultural heritage organisations such as museums, libraries, galleries, and archives. This Call will fund teams in the UK and US working collaboratively to deliver transformational impacts on digital methods and digital research in cultural institutions.

Applications must be submitted by appropriately configured transatlantic teams, with at least one organisation from the UK and one from the US, in which each country is represented by at least one cultural institution. An eligible UK organisation must submit the application with a UK-specific budget and justification of resources under this announcement. The lead US organisation must submit the same application with a US-specific budget and budget justification to the NEH. AHRC will fund the participating UK organisation(s), and NEH will fund the participating US organisation(s).

Applicants will compose a single, joint narrative but will prepare two separate budgets, one for AHRC (for funds requested by the UK organisation(s)) and one for NEH (for funds requested by the US organisation(s)). The UK applicant’s budget and justification of resources will be submitted to NEH as a supporting document and the US applicant’s budget and budget justification will be submitted to AHRC as a supporting document.

Successful projects will have a balanced investment of time and effort on the part of organisations in both countries. Projects selected for funding will receive two awards: AHRC will make an award to the lead UK research organisation and the NEH will make an award to the lead US organisation.

B. Context and value of enhanced collaboration

The UK and US contain some of the world’s most prestigious cultural institutions. They are also world-leading in digital scholarship with recognised centres of excellence and have a long-standing history of collaboration. Cultural institutions in both countries have invested heavily in addressing the opportunities and challenges of digitisation and digital research. Enhanced collaboration will pave the way to bringing new approaches to the ways in which culture and heritage can be experienced by global audiences, opening new research frontiers and questions, and advancing collections-based research methods for the 21st century.

Many of the challenges facing cultural institutions in the UK and US are shared. These include:

- concerns around ensuring the ethical use of data and ensuring privacy of sensitive data;
- discussions about the role cultural institutions should play in civic life;
- discussions about how best to use technology to engage, educate and inform visitors and enhance visitor experiences;
- and a series of larger societal shifts (changing demographics, decolonisation, environmentalism, social justice) facing cultural institutions in the 21st century.
This programme builds upon two previous calls for proposals to facilitate partnership development activities between cultural institutions and universities in the UK and US [UK-US Collaboration for Digital Scholarship in Cultural Institutions Partnership Development Grants and Research Networking Highlight Notice for UK–US Collaborations in Digital Scholarship in Cultural Institutions]. It also builds upon a workshop held in Washington, D.C. in September 2019 co-convened by the AHRC and NEH, as well as the Engineering and Physical Sciences Research Council of the UK, the US National Science Foundation, the Smithsonian Institution, and the Library of Congress. The workshop report, entitled UK-US Collaboration for Digital Scholarship in Cultural Institutions, identifies a number of key areas for future study, with an emphasis on four themes:

- **Employing machine learning and artificial intelligence in cultural institutions:** how can these and other methods be leveraged to help organise, search, and understand digital collections? How can they help improve visitor-facing experiences? What challenges do they raise in terms of privacy, ethics, research integrity, reproducibility, and bias? What value can they add to sharing content, methods, expertise and practice?

- **Fostering digitally-enabled participation:** in what ways can digital tools enhance access and create more equitable approaches to community engagement, including participation of marginalised and disenfranchised communities? How can we build upon existing methods such as crowd-sourcing and co-creation?

- **Developing enhanced information on cultural institution visitors:** how can new and emerging technologies allow a better understanding of visitor needs and interests? How can data be collected ethically to allow for richer visitor experiences?

- **Creating and interrogating all document types and unlocking new data:** in what ways can digital collections be made richer and more usable through existing methods such as optical character recognition, text extraction and parsing, linked open data, and network analysis? What sorts of new and emerging methods will enable new breakthroughs in working with digital collections?

Applicants are encouraged to address one or more of the above themes or to propose new areas of inquiry relevant to digital scholarship and cultural institutions. Applicants might also consider how their proposal connects to the two cross-cutting themes identified at the workshop: contemporary challenges addressed by digital tools and methods; and leadership and digital skills development.

### C. Funding levels

Awards are available at two funding levels. Applicant teams should carefully choose the funding level appropriate to the scope and maturity of the proposed project.

Applicants who have been funded through the previous AHRC calls, or who have applied and been unsuccessful, are eligible to apply to this Call but should demonstrate how the new proposal is clearly distinct from or builds upon their previous project(s) / application.

Awards allocated through the two funding levels are available on a full economic cost (fEC) basis with AHRC meeting 80% of the fEC for the UK component of joint projects. The US component of projects will be funded by the NEH in accordance with the guidance set out in their Call document.
Level I awards (up to £60,000 paid at 80% for participating UK organisations and up to 2 years; up to $50,000 from NEH for participating US organisations and up to 2 years) can support activities such as:

- Planning and preliminary work for future, larger-scale projects, including conferences, workshops, and working group meetings to bring together individuals with complementary skill sets to outline future research, plan publications, or develop best practices;
- Small-scale collaborative projects, such as case studies or experiments and exploratory / developmental research;
- Outreach to disseminate project findings, methods, software, and tools.

Outcomes for Level I projects may include:

- Reports, position papers, outlines for future research;
- New software or tools;
- Initial prototypes and proof-of-concept studies.

Level II awards (up to £250,000 paid at 80% for participating UK organisations and up to 3 years; up to $150,000 from NEH for participating US organisations and up to 3 years) can support activities such as:

- Projects developing new or improved research methods, tools, or infrastructure;
- Projects linking dispersed collections or resources;
- Projects researching and developing digital methods, standards, and workflows for preserving and making accessible humanities collections;
- Larger-scale collaborative humanities-oriented research resulting in print or digital publications;
- Training and skills development opportunities to provide scholars, cultural institution professionals, and/or advanced graduate students with deeper knowledge of new and emerging digital scholarship methods for cultural institutions;
- Activities that support innovative new approaches to outreach and engagement, for example in terms of engaging smaller / less well-resourced cultural institutions in digital methods and / or the use of digital tools to widen audiences and improve accessibility across communities and user groups.

Outcomes for Level II projects may include:

- Working prototypes or code, sample data sets or models, methodological workflows, and/or documentation supporting scaling-up and expansion of established projects;
- Co-authored or multi-authored books, a series of peer-reviewed articles, a special issue of a journal, born-digital publications, open-access digital resources and new best practice toolkits;
- Training materials and skills development opportunities in digital scholarship for cultural institution professionals and users;
- Digital or virtual collections, resources, databases, and union catalogs;
- Exhibitions and other innovative outreach activities.
III. US-UK Partnership

A. Summary of Funding

AHRC and NEH anticipate making 10 – 15 awards across both levels of funding available through this Call. Awards will be allocated up to the maximum levels outlined in the Funding Levels section above.

The award duration is up to two years for Level I projects, and up to three years for Level II projects. All projects must start no later than 12th February 2021.

B. Eligibility Information

Higher Education Institutions that receive grant funding from one of the UK higher education funding bodies are eligible to receive funds for this Call. Independent Research Organisations (IRO) and Research Council Institutes are also eligible to act as lead organisation. Prospective applicants who are at a cultural institution or a research council institute but are unsure if they are eligible should consult UKRI’s list of eligible institutions and the list of Eligible Research Council Institutes. If your organisation is not on that list, you are not eligible to apply; however, you are eligible to act as a project partner for a lead organisation based in either country. Please note IROs and Research Council Institutes can also act as project partners.

Applications must be collaborative, with at least one organisation from the UK and one from the US and where each country is represented by at least one cultural institution (for more details on team structure please consult the FAQ document). The US and UK project teams will work together to craft a joint application that will be submitted to both the AHRC and the NEH. Applications will consist of two or more organisations, with at least one from the UK and one from the US.

Each team must include at least one cultural institution in the UK and in the US. Collaborative teams should be led by an eligible and suitably qualified Principal Investigator (PI) in the UK and Project Director in the US who will have overall responsibility for the project. They should also comprise Co-Investigators (UK) / Co-Directors (US), postdoctoral researchers and project partners on each side as appropriate to the scale and aims of the project. The application to the AHRC on the UK side should be submitted by the PI’s Research Organisation, which will administer the award on behalf of the UK team where applications are successful. The Project Director and lead organisation on the US side, who will submit their application to the NEH, should meet the eligibility criteria set out in the NEH Call document.

Standard eligibility criteria (see section 2 of AHRC’s Research Funding Guide) will apply to this Call for investigators and research organisations.

All application materials must be received by the application deadline. Please note that due to system requirements, the final cut-off time for applications on 18th August is slightly earlier in the UK than in the US. Late or ineligible applications will not be considered for funding under this Call.

For the purpose of this funding opportunity, the term "cultural institution" is conceived broadly and defined as any organisation that collects, organises, preserves, and makes accessible cultural heritage materials to both the academic research community as well as the public (including
museums, libraries, galleries, archives, historical societies, and zoos). Some cultural institutions are affiliated with or housed within universities or other institutions of higher education; such institutions are considered to satisfy the status of “cultural institution” as applied to this competition. If you are concerned about the eligibility of a particular institution, you are advised to consult with the relevant funder.

IV. Application and Submission Information

A. Application Package

The UK and US partners should prepare their application materials together but will submit two separate applications; the lead UK partner will apply to the AHRC through the Je-S system and the lead US partner will apply to the NEH Notice of Funding Opportunity. The attachments accompanying these applications should be identical, other than the respective budgetary information; please refer to the attachments section for more information.

Applications on the UK side should be submitted to AHRC through the Je-S system by 4pm on 18th August 2020 and will need to go through the appropriate institution submission process. You should submit your proposal using the Research Councils’ Joint electronic Submission (Je-S) System (https://je-s.rcuk.ac.uk/).

All Investigators named on the Je-S application form must have a Je-S account. Where a named investigator does not already have a Je-S account, one can be easily set up, but please note that the process can take several days. It is therefore strongly recommended that the process is started well before the application deadline. Je-S accounts can be created on the Je-S site here. If you require assistance with the process please contact the Je-S Helpdesk at JeSHelp@je-s.ukri.org or +44 (0)1793 44 4164.

Please note that the US Project Director and Co-Directors should not be listed as Co-Investigators in the Je-S form but included alongside the UK team in the List of Key Personnel document and their roles explained in the other accompanying attachments. Project partners from the US should be named in the relevant section of the form alongside project partners from the UK.

B. Content and Form of Application Submission

Your application will consist of a completed Application Form, Case for Support, and other required forms and components described below. The budget and budget justification documents of the US team must be included as two separate attachments so that panel members can understand and evaluate all project costs. NEH will require the UK Budget and Justification of Resources to be uploaded on the grants.gov system.

Important Note: For data analysis purposes, applicants are requested not to include the words ‘Cov-19’, ‘Covid-19’ or ‘Coronavirus’ in the Summary or Title sections unless the application relates to proposed research in this area.
1. Case for Support

The Case for Support provides a comprehensive framework and description of all aspects of the proposed project. It should be succinct, self-explanatory, well organised, and free of technical terms and jargon so that assessors from a variety of scholarly disciplines and professional backgrounds can understand the proposed project.

The Case for Support must be jointly written by both the UK and US partners and cover the project as a whole. The same version of the Case for Support (‘Project Narrative’ for the US component) should be submitted to both the NEH and AHRC.

The Case for Support is limited to five single-spaced pages for Level I projects and eight single-spaced pages for Level II projects.

AHRC has aligned each section of the Case for Support with a corresponding review criterion. Refer to Section V.A Review Criteria for full descriptions.

Successful applications will contain the information below. Use the following section headings for the narrative.

Significance for the humanities (corresponds to Review Criterion 1)

Articulate how the project will contribute to one or more humanities disciplines and explain how the proposed activities will engage with humanities collections or materials. If applicable, discuss how the project will support cross-disciplinary engagement, both within the humanities and beyond.

Project goals and intended audience (corresponds to Review Criteria 2, 3, 5)

Provide a clear and concise description of the goals of the project and identify the research questions, issues, or problems that the project is intended to address. Identify the target audience and describe how the new knowledge generated by your project will be used by this community. Clearly state which of the four themes in the workshop report, if any, the project addresses; if the project aims to develop a new theme, articulate how that theme is relevant to digital scholarship in cultural institutions.

History of the project and rationale (corresponds to Review Criteria 1, 2)

Discuss the history of, and/or background to the project, and indicate what has been achieved in previous phases of the project (if relevant). Provide a rationale for new or further work in this area by outlining previous and ongoing efforts in this area by members of the team or others. Explain how this project will fit within a broader ecosystem of projects in cultural institutions.

Methodology (corresponds to Review Criterion 3)

Discuss the methodology that will be used to achieve your project goals and advance knowledge in the selected area of inquiry. Discuss whether the team is building on previous research and where it is departing from previous methods or theories, if relevant.

Project team and project management (corresponds to Review Criteria 4, 5)
Discuss the composition and organisation of the project team, including a description of how the project activities will be managed and how input and communications among team members will be coordinated. Explain why transatlantic collaboration is important or essential for achieving the goals of the project and the broader field. UK organisations who have been funded through previous AHRC calls, or who have applied and been unsuccessful, are eligible to participate as part of the team but should demonstrate how the proposed project is clearly distinct from or builds upon previous project(s) or application(s).

**Work plan (corresponds to Review Criterion 5)**

Provide a brief, high level overview of the project’s work plan (no more than one paragraph). Provide a detailed work plan in Attachment 5.

**Final outputs, dissemination, and impact (corresponds to Review Criteria 1, 3, 5)**

Discuss the products / outputs you expect to generate during the project, their intended audience, and dissemination plans. Explain how your project's outputs will benefit research and cultural institutions in both the US and the UK.

<table>
<thead>
<tr>
<th>Case for Support Section</th>
<th>Review Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Significance for the humanities</td>
<td>1. Significance</td>
</tr>
<tr>
<td>Project goals and intended audience</td>
<td>2. Responsiveness</td>
</tr>
<tr>
<td></td>
<td>3. Methods and execution</td>
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<tr>
<td></td>
<td>5. Work plan</td>
</tr>
<tr>
<td>History of the project and rationale</td>
<td>1. Significance</td>
</tr>
<tr>
<td></td>
<td>2. Responsiveness</td>
</tr>
<tr>
<td>Methodology</td>
<td>3. Methods and execution</td>
</tr>
<tr>
<td>Project team and project management</td>
<td>4. Team and collaboration</td>
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<td></td>
<td>5. Work plan</td>
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<tr>
<td>Work plan</td>
<td>5. Work plan</td>
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<tr>
<td>Final products, dissemination, and impact</td>
<td>1. Significance</td>
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<tr>
<td></td>
<td>3. Methods and execution</td>
</tr>
<tr>
<td></td>
<td>5. Work plan</td>
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</tbody>
</table>
V. Application Review Information

A. Review Criteria

Panel Members will use the following review criteria:

1. Significance

To what extent will this project benefit humanities scholars and cultural institution professionals? Do the applicants make a clear case for how they will make use of and benefit humanities collections or materials? Does the proposal make a case for how it will add value to existing scholarly knowledge and make an original contribution to the field? How might the project generate new findings, tools, or products relevant to larger questions in the humanities?

2. Responsiveness

How clear are the goals and research questions of the project and how well do they respond to the overarching aims of this programme? To what extent will the proposed activities generate fruitful, innovative and novel interactions across disciplines, institutions, and borders? How responsive is the application to the needs of the target audience(s)?

3. Methods and execution

Is the project’s methodology clearly described and does it appear to be appropriate for the research questions or problems the applicants intend to address? Are communication and reporting structures clear? Are plans for engaging with audiences and users appropriate?

4. Team and collaboration

Do the team members possess the necessary qualifications, expertise and levels of commitment to achieve the project’s goals? Are the skill sets of the team members complementary? Do the applicants make a clear case for the added value of US-UK collaboration in this project?

5. Work plan

Are the project tasks and milestones clearly laid out, and is it clear which team member bears responsibility for each task? Are the timelines for completing activities and outputs reasonable? Is there a discussion of potential risks and risk mitigation strategies?

6. Budget and value for money

Do the applicants clearly identify the project’s anticipated products, outputs, audiences, and impacts and are these reasonable given the proposed budget?
VI. Funding and Eligible Costs

A. Eligible Costs

Include only costs of the UK applicant and UK-based partners in the relevant section of the Je-S form. There should be no US Investigator costs. Details of the US Investigator costs, and US budget should be provided as a separate attachment.

As outlined above, funding allocated through this Call will support a broad range of research activities supporting transatlantic partnerships for digital scholarship in cultural institutions across two levels of awards. Requested costs should reflect the different scales of the two funding levels and be tailored to the overall aims of the project and nature of the research questions being addressed. Eligible costs include, but are not limited to:

- Investigator costs: including UK-based PI and Co-I roles and any other international Co-I roles that are not based in the US (note that for Level I awards this should principally apply to time spent covering the coordination of the award and it is not expected that investigator costs will constitute the majority of the overall cost of the proposal);
- Research costs;
- Activity supporting the development of the partnership, including travel and subsistence, workshop and conference costs etc.;
- Outreach costs, such as knowledge exchange and public engagement activity;
- Capacity building, including research training and development activities such as the professional development of cultural institution staff.

VII. Application Process and Components

The UK and US partners should prepare their application materials together but will submit two separate applications. The US Project Director and Co-Directors should not be listed in the Je-S form as Co-Investigators.

Applications to the AHRC on the UK side should be submitted through the Je-S system by 4pm UK time at the latest on 18th August 2020 and will need to go through the appropriate institution submission process. You should submit your proposal using the Research Councils’ Joint electronic Submission (Je-S) System (https://je-s.rcuk.ac.uk/). The Je-S submission form for this Call closes at 4pm UK time on 18th August 2020. To prepare a proposal form in Je-S:

- log-in to your account and choose ‘Documents’ from the menu;
- then select ‘New Document’;
- ‘AHRC’ as the Council;
- ‘Standard Proposal’ as the Document Type;
- ‘Development Grants’ as the Scheme;
- Select between ‘(L1) NEH-AHRC New Directions for Digital Scholarship in Cultural Institutions Grants 18 August 2020’ for Level I or ‘(L2) NEH-AHRC New Directions for Digital Scholarship in Cultural Institutions Grants 18 August 2020’ for Level II as the Call/Type/Mode, depending on which Level (I or II) of award you are applying for, and ‘Create Document’. 
Je-S will then create a proposal form, displaying the relevant section headings. Using the ‘Help’ link at the top of each section will provide guidance relevant to that section of the form.

Note that selecting 'Submit document' on your proposal form in Je-S initially submits the proposal to your host organisation's administration, not to AHRC.

Please remember to allow sufficient time for your organisation’s submission process between submitting your proposal to them and the Call closing date.

Applications should address the aims of the Call as outlined above.

A. Attachments

The following are a list of attachments that are required for the UK component of this Call.

Applications missing any required documents from this list will be considered incomplete and will be rejected from further consideration. Proposals that exceed page limits or violate format instructions will be considered nonresponsive and will be rejected from further consideration.

Please see below for further guidance on submitting these attachments:

<table>
<thead>
<tr>
<th>Attachment</th>
<th>Requirement and page limits (sides of A4)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. List of Key Personnel</td>
<td>Compulsory (max. 1 side of A4)</td>
</tr>
<tr>
<td>(to be submitted under attachment type 'Other Attachment')</td>
<td>Note this is required for all participants in the UK and US</td>
</tr>
<tr>
<td>2. Case for Support</td>
<td>Compulsory (max. 5 sides of A4 for Level I, 8 sides of A4 for Level II)</td>
</tr>
<tr>
<td>3. Curriculum Vitae</td>
<td>Compulsory for the PIs, each Co-I and any named researchers. (max. 3 sides of A4 each)</td>
</tr>
<tr>
<td></td>
<td>Note that CV’s should include major publications/outputs in the last five years listed on no more than one side of A4 and included within the overall maximum of 3 sides of A4.</td>
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<tr>
<td></td>
<td>This is required for all PIs (Directors) Co-Is (Co-Directors) and named researchers in the UK and US.</td>
</tr>
<tr>
<td>4. Justification of Resources</td>
<td>Compulsory (max. 2 sides of A4)</td>
</tr>
<tr>
<td>5. Workplan</td>
<td>Compulsory (max. 2 sides of A4)</td>
</tr>
<tr>
<td>6. Data Management Plan</td>
<td>Compulsory (max. 2 sides of A4)</td>
</tr>
<tr>
<td>7. Project Partner Letter of Support</td>
<td>Compulsory (max. 2 sides of A4 per partner) – applicants need to upload letters of support from UK and US project partners</td>
</tr>
</tbody>
</table>
8. International Co-I Head of Dept. Statement
   Compulsory if there is an international Co-Investigator(s).
   (max. two sides of A4 each).

9. NEH budget
   (to be submitted under attachment type ‘Non-UK Components’)
   Compulsory – this document must follow guidance as set out in the NEH Call document

10. NEH Budget Justification
    (to be submitted under attachment type ‘Non-UK Components’)
    Compulsory – this document must follow guidance as set out in the NEH Call document

The corresponding NEH document, which will be uploaded by the US team via Grants.gov, is indicated below in parentheses to assist applicants with preparing proposals. Except for the budgetary information, and notwithstanding some variations in headings (e.g. ‘Case for Support’ and ‘Narrative’), the content of these attachments should be identical on both sides.

**List of Key Personnel (NEH: List of Key personnel)**

List all project participants and their institutional affiliations, if any, on a separate page. Clearly identify the PI / Project Director (US) and any Co-Investigators / Co-Directors (US). The PI / Director is responsible for the programmatic aspects and day-to-day management of the proposed project. Project participants refer to members of the project team carrying out programmatic activities. The names on this list should match the names mentioned in the work plan section of the Case for Support. The list must also include the names and institutional affiliations of advisory board members, if applicable and named project partners who have provided letters of support. The list is used to ensure that prospective panel reviewers have no conflict of interest with the proposals that they will evaluate.

When uploading this document to Je-S, please upload it under the attachment type 'Other Attachment'.

**Case for Support (NEH: Project Narrative)**

This is the body of your research proposal. Please see section IV B for the necessary headings.

**Curriculum Vitae (NEH: Curriculum vitae)**

A summary curriculum vitae should be attached as a separate document for each Principal Investigator/Project Director and Co-Investigator/Co-Director and named postdoctoral researchers, both in the UK and US. CVs should include basic information about education, employment history, and academic responsibilities. **CVs should also include major publications/outputs from the last five years. This list of publications/outputs should be no more than one page.** Brief articles, conference papers, etc. need not be included. You should asterisk those of particular relevance to your current research proposal.

**Justification of Resources (NEH: budget and budget justification)**

This statement should be used to justify the resources required to undertake the project.
You should:

- Explain why the indicated resources are needed, taking account of the nature and complexity of the research proposed. Note that it is not sufficient merely to list what is required.
- Have regard for the breakdown of resources into the summary fund headings Directly Incurred, Directly Allocated and (where appropriate) Exceptions.
- Have regard for the breakdown of resources in the summary fund headings.
- In some cases, such as investigator time, use of internal facilities and shared staff costs, the basis of the costing need not be justified, but the need for the resources does need justification.
- Try to be explicit about the need for the level of investigator time sought.
- Do not justify estates and indirect costs.

**Workplan (NEH: Work Plan)**

Describe the specific tasks that will be accomplished during the project. Include a Gantt chart of important tasks and milestones and indicate the staff member responsible for each component. Identify any risks and note how they might adversely affect the overall schedule. Describe your strategies to mitigate these risks, to keep the project on budget and on schedule. If your project involves staging a workshop or conference, include a draft agenda and a list of proposed participants or specific criteria for selecting participants.

**Data Management Plan (NEH: Data Management Plan)**

The Data Management Plan should outline the project’s approach to managing data. Applicant teams should address the below points:

- Briefly introduce the types of data the research will create. Why did you decide to use these data types?
- How will different approaches to IP, copyright etc. in the UK and US be accounted for?
- Give details on the proposed methodologies that will be used to create the data. Advise how the project team selected will be suitable for the data/digital aspects of the work, including details of how the institution’s data support teams may need to support the project.
- How will the data be stored in the short term?
- What backup will you have in the in-project period to ensure no data is lost?
- How will the data be stored in the long term?
- Where have you decided to store it, why is this appropriate?
- How long will it be stored for and why?
- Costs of storage – why are these appropriate? Costs related to long term storage will be permitted providing these are fully justified and relate to the project. Full justification must be provided in Justification of Resources (JoR).
- How will the data be shared and what value will it have for others?
- How will the data enhance the area and how it could be used in the future?
- Releasing the data – advise when you will be releasing and justify if not releasing in line with AHRC guidelines of a minimum of three years. If the data will have value to different audiences, how these groups will be informed?
• Will the data need to be updated? Include future plans for updating if this is the case.

**Project Partner Letter of Support (NEH: Letter from project partners)**

Include letters of support from any US and UK project partners. A project partner is defined as an organisation that is making a significant and specific contribution (either in cash or in kind) to the project. The letter(s) should clearly identify the contribution each partner is making to the project.

**International Co-Investigator Head of Department Statement (NEH: no equivalent document)**

If your proposal includes an international co-investigator(s), their institution must submit a Head of Department Statement. AHRC would not expect to see US Co-Investigators in this section. For further guidance, see question 7 of the FAQ. This statement must include the following information:

- What the international co-investigator is bringing to the project and why they are best placed to conduct the research;
- How they will deliver the project’s objectives;
- How their institution will support them during the lifetime of the project;
- Assurances that their contract will be in place for the duration of the project.

**NEH Budget (NEH: AHRC budget)**

This should be prepared by the US lead organisation and must be uploaded in the same format. Please see the NEH Call document for further details on what they need to prepare.

When uploading this document to Je-S please upload it under the attachment type ‘Non-UK Components’.

**NEH Budget Justification (NEH: AHRC Justification of Resources)**

As above. This should be prepared by the US lead organisation and must be uploaded in the same format. Please see the NEH Call document for further details on what they need to prepare.

When uploading this document to Je-S please upload it under the attachment type ‘Non-UK Components’.

**VIII. Submission Dates and Times**

**Call Timetable**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call open</td>
<td>14th May 2020</td>
</tr>
<tr>
<td>Deadline for submissions</td>
<td>18th August 2020</td>
</tr>
<tr>
<td>Panel meeting date (Level I and Level II)</td>
<td>w/c 29th September 2020</td>
</tr>
<tr>
<td>Funding decisions to be issued</td>
<td>December 2020</td>
</tr>
<tr>
<td>Start date of awards</td>
<td>12th February 2021</td>
</tr>
</tbody>
</table>
IX. Assessment Process and Criteria

NEH and AHRC staff will review applications for eligibility and completeness after the submission deadline.

Proposals will be considered by a cross-disciplinary expert assessment panel drawing on members of AHRC’s Peer Review College, NEH’s reviewer database, and other experts as appropriate. The panel will assess both the Level I and Level II proposals. There will not be a separate stage of individual peer review for each application prior to consideration by the Panel, therefore applicant teams will not receive feedback on their applications in the form of individual peer reviewers’ comments.

The assessment panel will agree on grades for each proposal, agree a ranked priority list of applications and make funding recommendations to the NEH and AHRC.

Applicant teams will be notified of funding decisions by email in December 2020.

X. Scheme Requirements and Post Award Reporting

Award holders in the UK will be required to submit outputs, outcomes and impacts that arise from AHRC’s funding through the Researchfish system. More details on Researchfish are available on the UKRI website here:

https://www.ukri.org/funding/information-for-award-holders/research-outcomes/

Applicants may be asked to share findings and case studies directly with AHRC and NEH to help design future opportunities in this programme and contribute to communications activities.

Contact Information

For queries about this Call such as eligible activities and costs or remit of the Call, please contact AHRC at enquiries@ahrc.ukri.org (available Monday to Friday, 08:30 - 16:30).

For queries on using Je-S such as creating and submitting the application form or Je-S account creation, please contact the Je-S Helpdesk at jeshelp@je-s.ukri.org (available Monday to Friday, 08:30 - 17:00).