

Suggested Timeline for 2018 NEH Common Heritage Grant Applications

For projects beginning January 2019

January 4, 2018	Attend or watch the DLG's informational Common Heritage grant webinar.
February 1, 2018	Review the National Endowment for the Humanities' Program Resource Page , including Guidelines, FAQ's, Sample Budget, Sample Application Narratives, & Recently Funded Projects.
January 24 & 25, 2018, 1-4pm	Conference call "office hours" to discuss project proposals with HomePLACE/DLG. Register here for a 45-minute time slot.
February 2, 2018	Deadline to begin scoping project with HomePLACE / Digital Library of Georgia
February 22, 2018	Share outline of proposal, team responsibilities, and other working documents with project partners. Begin drafting proposal collaboratively. Calculate your fringe benefit and indirect cost rates to begin budget development.
March 1, 2018	Obtain your library's DUNS number if you do not already have it. This is a unique, 9-digit ID number issued by Dun & Bradstreet. Each library location applying for a federal grant is required to register using a DUNS number. Make sure your library's Entity Record in the System for Award Management (SAM) is up-to-date. It's the federal government--this can take several weeks, so plan ahead!
March 15, 2018	Send requests for Letters of Commitment to supporting institutions or organizations identified in the Narrative, including HomePLACE / Digital Library of Georgia.
April 1, 2018	Register for an account, or recover existing account information, at grants.gov using the applying library's DUNS number. You must have a SAM Entity Record to register. If desired, share narrative and budget documents with HomePLACE / Digital Library of Georgia for draft review and comments.
April 15, 2018	Make sure all Letters of Commitment from supporting / partner institutions or organizations have been received. Review the Application Package at grants.gov .
April 30, 2018	Application finalized, including Project Abstract, Narrative, Budget, and all Appendices (Letters of Commitment, Supporting Documentation, Resumes). Approval from necessary local administrators obtained.
May 11, 2018 5pm	Deadline for submission to UGA's Sponsored Programs Office (if requesting Digital Library of Georgia support), and to GPLS (if requesting HomePLACE support).
May 31, 2018 Midnight	Deadline for Submissions to NEH