

10. What, if any, projects will you expect participants to complete before, during, and after the Institute and how will they be evaluated?
11. What evaluation methods will you use to assess the effectiveness of the Institute, including the participants' experience, faculty, facilities, and curriculum and teaching methodologies? The commission plans to fund the recipient for at least two Institutes, but expects the successful applicants to be ready to respond to feedback during the course of the development of the project and after the first Institute.

Supplementary Materials

Please attach the following Supplementary Materials to your Narrative:

- Resumes or curriculum vitae for all named staff on the application
- Position announcement for any new positions to be paid for by grant funds
- Brief bibliography of the relevant scholarship
- Draft schedule for the Institute
- Institute faculty's brief resumes or curriculum vitae
- Program Evaluators' brief resumes or curriculum vitae
- Draft application form and an evaluation matrix for application evaluation Descriptions of the proposed facilities and their costs

If these materials are available on a web site, please provide a URL.

Complete a Project Summary

Prepare a three-page Project Summary that includes: purposes and goals of the project; significance and relationship to NHPRC goals and objectives; plan of work for grant period (including references to techniques); and names, addresses, phone numbers, and e-mail addresses of the project director and other key personnel.

Preparing the Budget

The Project Budget should include all costs that will be charged to grant funds as well as those that will be supported by the applicant or non-Federal, third-party cash and in-kind contributions. All of the items listed, whether supported by grant funds or cost-sharing contributions, must be reasonable and necessary to accomplish project objectives, allowable in terms of the applicable Federal cost principles, auditable, and incurred during the grant period.

Charges to the project for items such as salaries, fringe benefits, travel, and contractual services must conform to the written policies and established practices of the applicant organization.

- You must submit a budget on NA Form 17001. (You may use an exact replica.) Note that the form itself contains additional instructions. You may include with your application a narrative budget supplement for budget categories not otherwise explained in the project narrative.
- You may request funding for up to 3 years, but if the project will take 18 months or longer, you must fill out a separate budget form for each project year or fraction thereof.
- Provide specific budget figures, rounding off figures to the nearest dollar.

We strongly suggest that applicants consult the Federal grant administration rules and regulations governing grants from the NHPRC listed in the [Administering an NHPRC Grant](#) section. You should also review the appropriate [Office of Management and Budget](#) circulars on

