APPLICATION FOR FEDERAL DOMESTIC ASSISTANCE - Short Organizational

*** 1. NAME OF FEDERAL AGENCY:**
National Endowment for the Humanities

*** 2. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:**
45.162

CFDA TITLE:
Promotion of the Humanities Teaching and Learning Resources and Curriculum Development

*** 3. DATE RECEIVED BY STATE** **SYSTEM USE ONLY**

*** 4. FUNDING OPPORTUNITY NUMBER:**
20210520-AA-AB-AC-AD-AE

* TITLE:
Humanities Initiatives

5. APPLICANT INFORMATION

* a. Legal Name:
Ferris State University

b. Address:

* Street 1: 1201 South State Street	Street 2:
* City: Big Rapids	* County:
* State: MI: Michigan	* Zip/Postal Code: 49307-2747

* Country:
USA: UNITED STATES

c. Web Address:
http://

* d. Type of Applicant: Select Applicant Type Codes(s): H: Public/State Controlled Institution of Higher Education	* e. Employer/Taxpayer Identification Number (EIN/TIN): 38-6005159
Type of Applicant:	* f. Organizational DUNS: 557304664
Type of Applicant:	
* Other (specify):	* g. Congressional District of Applicant MI-004

6. PROJECT INFORMATION

* a. Project Title:
Improving Accessibility to Digital Humanities Resources

* b. Project Description:
This project supports two subordinate units of FSU, the Jim Crow Museum and the Ferris Library for Information, Technology and Education (FLITE). Specifically, funds would be allocated for development of new physical and digital exhibitions for the Jim Crow Museum with increased focus on digital and virtual humanities experiences to offset reduced visitation and expanded demand for JCM content, expanding remote access to the Jim Crow Museum through new digital infrastructure that will support hosting robust eMuseums and publicly accessible digital collections databases, hiring a new Systems Librarian to support digital access to the University's humanities resources through digital and virtual platforms, and finally re-initiating the delayed the Advancing Literacy: Civility and Difficult Dialogue project to extend FSU's commitment to humanities literacy through the enhancement of community engagement.

c. Proposed Project: * Start Date: 10/01/2021 * End Date: 09/30/2022

7. PROJECT DIRECTOR

Prefix:	* First Name:	Middle Name:	* Last Name:	Suffix:
	David		Pilgrim	

* Title: VP of Div Incl & Strat Initi	* Email: pilgrimd@ferris.edu
* Telephone Number: 2315913946	Fax Number:
* Street 1: 1201 S. State Street CSS 312	Street 2:
* City: Big Rapids	County:
* State: MI: Michigan	* Zip/Postal Code: 49307-2747

* Country:
USA: UNITED STATES

8. PRIMARY CONTACT/GRANTS ADMINISTRATOR

● Same as Project Director (skip to item 9):

Prefix:	* First Name:	Middle Name:	* Last Name:	Suffix:
	David		Pilgrim	

* Title: VP of Div Incl & Strat Initi	* Email: pilgrimd@ferris.edu
* Telephone Number: 2315913946	Fax Number:
* Street 1: 1201 S. State Street CSS 312	Street 2:

* City: Big Rapids	County:
* State: MI: Michigan	* Zip/Postal Code: 49307-2747
* Country: USA: UNITED STATES	

9. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

**I Agree ●

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

AUTHORIZED REPRESENTATIVE

Prefix:	* First Name:	Middle Name:	* Last Name:	Suffix:
	James		Bachmeier	

* Title: VP of Admin & Finance	* Email: jimbachmeier@ferris.edu
* Telephone Number: 2315912164	Fax Number:
* Signature of Authorized Representative:	* Date Signed:

Project/Performance Site Location(s)

Project/Performance Site Primary Location

Organization Name: Ferris State University

* Street1: 1201 S. State Street CSS 312		Street2:
* City: Big Rapids	County:	* State: MI: Michigan
Province:	* Country: USA: UNITED STATES	* Zip / Postal Code: 49307-2747
DUNS Number: 557304664	* Project/Performance Site Congressional District: MI-004	

File Name	Mime Type

Additional Location(s)

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure.)

Approved by OMB

0348-0046

1. * Type of Federal Action:	2. * Status of Federal Action:	3. * Report Type:
__a. contract	__a. bid/offer/application	●a. initial filing
●b. grant	●b. initial award	__b. material change
__c. cooperative agreement	__c. post-award	For Material Change Only:
__d. loan		year quarter
__e. loan guarantee		date of last report
__f. loan insurance		

4. Name and Address of Reporting Entity:	5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime:
●Prime __SubAwardee Tier if known: * Name: N/A * Address: N/A N/A Congressional District, if known:	
6. * Federal Department/Agency: National Endowment for the Humanities	7. * Federal Program Name/Description: Promotion of the Humanities Teaching and Learning Resources and Curriculum Development CFDA Number, if applicable: 45.162
8. Federal Action Number, if known:	9. Award Amount, if known:
10. a. Name and Address of Lobbying Registrant (if individual, complete name): * Name: N/A N/A * Address: N/A N/A	b. Individual Performing Services (including address if different from No. 10a): * Name: N/A N/A * Address: N/A N/A
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.	* Signature: * Name: Title: Telephone No.: Date:
Federal Use Only:	Authorized for Local Reproduction

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

* APPLICANT'S ORGANIZATION Ferris State University
* PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE Prefix: * First Name: James Middle Name: * Last Name: Bachmeier Suffix: * Title: VP of Admin & Finance
* SIGNATURE: * DATE:

OMB No. 0348-0046

RESEARCH & RELATED BUDGET - SECTION A & B, Budget Period 1

ORGANIZATIONAL DUNS*: 557304664
Budget Type*: • Project • Subaward/Consortium
Enter name of Organization: Ferris State University

Start Date*: 10-01-2021 **End Date*:** 09-30-2022 **Budget Period:** 1

A. Senior/Key Person

	Prefix	First Name*	Middle Name	Last Name*	Suffix	Project Role*	Base Salary ($)	Calendar Months	Academic Months	Summer Months	Requested Salary ($)*	Fringe Benefits ($)*	Funds Requested ($)*
1 .		David		Pilgrim		PD/PI	0.00	0.3	0	0	7,963.00	3,623.00	11,586.00
2 .		Jason	M	Bentley		PD/PI		0.4	0	0	6,095.00	2,773.00	8,868.00
3 .		Cyndi	L	Tiedt		Collections Manager		1.5	0	0	21,750.00	9,896.00	31,646.00
4 .		Kristin	A	Conley		Facutly		0	2.3	0	15,808.00	6,639.00	22,447.00

Total Funds Requested for all Senior Key Persons in the attached file

Additional Senior Key Persons: File Name:

Total Senior/Key Person **74,547.00**

B. Other Personnel

Number of Personnel*	Project Role*	Calendar Months	Academic Months	Summer Months	Requested Salary ($)*	Fringe Benefits*	Funds Requested ($)*
	Post Doctoral Associates						
	Graduate Students						
	Undergraduate Students						
	Secretarial/Clerical						
1	Multimedia Specialist	0.3			6,082.00	2,767.00	8,849.00
1	Systems Librarian	2.3			49,500.00	22,523.00	72,023.00
2	**Total Number Other Personnel**					**Total Other Personnel**	**80,872.00**
						Total Salary, Wages and Fringe Benefits (A+B)	**155,419.00**

RESEARCH & RELATED Budget {A-B} (Funds Requested)

RESEARCH & RELATED BUDGET - SECTION C, D, & E, Budget Period 1

ORGANIZATIONAL DUNS*: 557304664
Budget Type*: • Project • Subaward/Consortium
Organization: Ferris State University

Start Date*: 10-01-2021 **End Date*:** 09-30-2022 **Budget Period:** 1

C. Equipment Description

List items and dollar amount for each item exceeding $5,000

Equipment Item	**Funds Requested ($)***
Total funds requested for all equipment listed in the attached file	
Total Equipment	

Additional Equipment: File Name:

D. Travel	**Funds Requested ($)***
1. Domestic Travel Costs (Incl. Canada, Mexico, and U.S. Possessions)	
2. Foreign Travel Costs	
Total Travel Cost	

E. Participant/Trainee Support Costs	**Funds Requested ($)***
1. Tuition/Fees/Health Insurance	
2. Stipends	
3. Travel	
4. Subsistence	
5. Other:	
Number of Participants/Trainees **Total Participant Trainee Support Costs**	

RESEARCH & RELATED Budget {C-E} (Funds Requested)

RESEARCH & RELATED BUDGET - SECTIONS F-L, Budget Period 1

ORGANIZATIONAL DUNS*: 557304664
Budget Type*: • Project • Subaward/Consortium
Organization: Ferris State University

Start Date*: 10-01-2021 **End Date*:** 09-30-2022 **Budget Period:** 1

F. Other Direct Costs	**Funds Requested ($)***
1. Materials and Supplies	
2. Publication Costs	
3. Consultant Services	
4. ADP/Computer Services	
5. Subawards/Consortium/Contractual Costs	
6. Equipment or Facility Rental/User Fees	
7. Alterations and Renovations	
8 . TMS-Gallery Systems Contract	29,000.00
9 . Exhibit Design Consultant	200,000.00
Total Other Direct Costs	**229,000.00**

G. Direct Costs	**Funds Requested ($)***
Total Direct Costs (A thru F)	**384,419.00**

H. Indirect Costs

Indirect Cost Type	**Indirect Cost Rate (%)**	**Indirect Cost Base ($)**	**Funds Requested ($)***
1 . MDTC	30	384,419.00	115,326.00
		Total Indirect Costs	**115,326.00**

Cognizant Federal Agency HHS Oluola Oluborode 214-767-3261
(Agency Name, POC Name, and POC Phone Number)

I. Total Direct and Indirect Costs	**Funds Requested ($)***
Total Direct and Indirect Institutional Costs (G + H)	**499,745.00**

J. Fee	**Funds Requested ($)***

K. Total Costs and Fee	**Funds Requested ($)***
Total Costs and Fee (I + J)	**499,745.00**

L. Budget Justification* File Name: justification1004072079.pdf
(Only attach one file.)

RESEARCH & RELATED BUDGET - Cumulative Budget

	Totals ($)	
Section A, Senior/Key Person		**74,547.00**
Section B, Other Personnel		**80,872.00**
Total Number Other Personnel	2	
Total Salary, Wages and Fringe Benefits (A+B)		**155,419.00**
Section C, Equipment		
Section D, Travel		
1. Domestic		
2. Foreign		
Section E, Participant/Trainee Support Costs		
1. Tuition/Fees/Health Insurance		
2. Stipends		
3. Travel		
4. Subsistence		
5. Other		
6. Number of Participants/Trainees		
Section F, Other Direct Costs		**229,000.00**
1. Materials and Supplies		
2. Publication Costs		
3. Consultant Services		
4. ADP/Computer Services		
5. Subawards/Consortium/Contractual Costs		
6. Equipment or Facility Rental/User Fees		
7. Alterations and Renovations		
8. Other 1	29,000.00	
9. Other 2	200,000.00	
10. Other 3		
Section G, Direct Costs (A thru F)		**384,419.00**
Section H, Indirect Costs		**115,326.00**
Section I, Total Direct and Indirect Costs (G + H)		**499,745.00**
Section J, Fee		
Section K, Total Costs and Fee (I + J)		**499,745.00**

Budget Justification

Salaries - $107,301
David Pilgrim - 0.035 FTE = $7,963
David Pilgrim will serve as Co-PD on the proposal. He also will contribute to the development of the proposed JCM exhibitions alongside the selected Exhibition Design contractor.

Jason Bentley, Dean of Retention and Student Success and FLITE - 0.04 FTE = $6,095
Dean Bentley will serve as Co-PD on the proposal. He will oversee hiring of the Systems Librarian and ensure FLITE and Civility and Difficult Dialogue Faculty efforts are integrated across the institution. As a member of the Dean's Council, and in coordination with Dr. Pilgrim on the President's Council, he will support awareness and adoption of the project across departments and colleges across the University.

JCM Collections Manager - 0.25 FTE = $21,750
The Collections Manager (Cyndi Tiedt) will substantially contribute to the development and design of the JCM exhibition, and direct efforts to establish the JCM eMuseum and digital database.

FLITE Systems Librarian - 0.75 FTE = $49,500
The FLITE Systems Librarian will design, develop, and launch new strategies that make FSU humanities resources and collections widely available and accessible to FSU students, faculty, staff, and the general public. This person will coordinate efforts with the JCM and other University assets to ensure collections are integrated into a cohesive humanities resource ecosystem.

Civility and Difficult Dialogue Faculty - 0.25 FTE = $15,808
Kristin Conley will be responsible for coordinating efforts to organize and train staff and students to facilitate engaging dialogue and organize "Civility and Difficult Dialogue" programs. In addition, this staff member will develop resources to promote civil and productive discussions around difficult or contentious issues. These programs will all use FSU humanities resources including the JCM and MoSo, and will require collaboration with JCM and MoSo staff.

Franklin Hughes, Multimedia Specialist - 0.1 FTE = $6,082
Franklin Hughes will support the project through website resource linkages and updates, as well as digital marketing materials production. As a member of the Jim Crow Museum staff, and co-author of Haste to Rise: A Remarkable Experience of Black Education During Jim Crow, he will also assist with project messaging for the JCM Collections Manager, and for the Civility and Difficult Dialogue Faculty.

Fringe Benefits - $48,221
The fringe benefit amount is based upon the FTE dedicated to the project for each position. Under Ferris State University rates, all positions listed are designated at a rate of 45.5%, except for the Civility and Difficult Dialogue Faculty, who, as a 9-month faculty member, is contracted at 42%.

Other Direct Costs - $229,000
Contracts
TMS/Gallery Systems - $29,000

This contract will allow FSU to purchase and receive support for an industry-leading eMuseum platform and cloud-hosted digital collections management tool. The cost includes licensing, support, project management for transitioning existing resources into the new systems, and establishing eMuseum front-end. This contract will provide approximately 10 days of effort. Components of the contract include:

- TMS Collections Database and eMuseum License Fees - $7,200
- Project Management and Systems Set-up - $5,700
- Remote Configuration and Training - $5,700
- Data Conversion Services - $7,400
- eMuseum Standard Maintenance Support - $3,000

Exhibit and Experience Designer Contract (Howard + Revis Design) - $200,000
This contract will allow FSU to procure exhibit design services for the JCM that will enable the museum to provide greater access and improved quality of content to a broader audience by incorporating digital and virtual experiences. The total cost of these services will exceed $200,000. FSU has received a commitment to fund the balance of the estimated fees described below. These funds will specifically be used to support exhibition elements designed for promoting broader access to the Museum's content using technology. This contract will provide approximately 200 days of effort.

- H+R: Interpretive Exhibit Design, Documentation - $195,000
- H+R: Overall Project Administration - $35,000
- Cortina Productions: Media Concept and Design - $8,000
- BBI Engineering: Media Systems Specification and Integration - $10,000
- Broader Historic Context Scholar - $11,500
- Equity Engagement Advocate - $6,500
- Explus Cost Estimation and Materials and Methods Input - $16,000

Total Direct Costs - $384,419

Indirect Costs - $115,325
The rate for indirect costs is 30 percent which is the federal indirect rate negotiated with the Department of Health & Human Services. The base by which the indirect cost is calculated is the $384,594 direct cost.

Total Cost - $499,745

Supplementary Cover Sheet for NEH Grant Programs

1. Project Director Major Field of Study: Other: Digital Humanities

2. Institution Information Type: 1330: University

3. Project Funding

Outright Funds	499,745.00
Federal Match	0.00
Total from NEH	499,745.00
Cost Sharing	0.00
Total Project Costs	499,745.00

4. Application Information

Will this proposal be submitted to another NEH division, government agency, or private entity for funding?

[ ] Yes
[X] No

If yes, please explain where and when:

Type of Application

[X] New
[ ] Supplement

If supplement, list current grant number(s).

Primary project discipline: History: African American History

Secondary project discipline (optional):

Tertiary project discipline (optional):

Attachments Form

Instructions: On this form, you will attach the various files that make up your grant application. Please consult with the appropriate Agency Guidelines for more information about each needed file. Please remember that any files you attach must be in the document format and named as specified in the Guidelines.

Important: Please attach your files in the proper sequence. See the appropriate Agency Guidelines for details.

1) Please attach Attachment 1	narrative1004072077.pdf	Mime Type: application/pdf
2) Please attach Attachment 2	workplan1004072078.pdf	Mime Type: application/pdf
3) Please attach Attachment 3	biographies1004072073.pdf	Mime Type: application/pdf
4) Please attach Attachment 4	agreement1004072074.pdf	Mime Type: application/pdf
5) Please attach Attachment 5		
6) Please attach Attachment 6		
7) Please attach Attachment 7		
8) Please attach Attachment 8		
9) Please attach Attachment 9		
10) Please attach Attachment 10		
11) Please attach Attachment 11		
12) Please attach Attachment 12		
13) Please attach Attachment 13		
14) Please attach Attachment 14		
15) Please attach Attachment 15		

1. Humanities mission and record of contribution

Ferris State University was founded in 1884 in Big Rapids, Michigan by Woodbridge and Helen Ferris, who dedicated their lives to awakening students to their own possibilities. In his autobiography, Woodbridge wrote, "Although food, clothing, and shelter are basic for the higher life, nevertheless the awakening appeals must come from the study of the Humanities." This commitment to drawing understanding of our lives and the world around us guide the University today. From future philosophers to welders, all Ferris State University students enrich their education through the resources of the Jim Crow Museum (JCM) and the Ferris Library for Information, Technology, and Education (FLITE).

The centerpiece of high impact humanities experience at the University is found in the Jim Crow Museum. The mission of JCM is "to use objects of intolerance to teach tolerance and promote social justice." The JCM is an anti-racism Museum. Its holdings are a robust collection of material culture objects representing the history, consequences, and current iterations of Jim Crow-era racism that form a tangible and highly visible connection between the history these objects depict to the racism of today. The majority of the objects in the collection were created between the 1870s and 1960s. The collection consists of over 15,000 artifacts including irreplaceable artworks like the original "Blackface" collection from David Levinthal, and photography depicting black America's struggle for civil rights from Bruce Davidson. The JCM draws attention to an emotional part of American history; one that is quick to be denied, diminished, or outright ignored. The Museum's collections and the stories they tell are valuable tools for cultivating understanding of important elements of human history; most specifically race relations in the United States. Sharing the collection online has become more important due to the emergent need for remote accessibility predicated by the impact of the COVID-19 Pandemic. Emmy Award-winning filmmaker and literary scholar of African American history, Dr. Henry Louis Gates Jr. has said of the Museum after visiting, "This is one of the most important contributions to the study of American History that I have ever experienced." It is the JCM's goal to ensure the Museum's collections are carefully shared, curated, and made accessible so anyone can benefit from the resource.

FLITE opened in 2001 as a premier research facility integrating modern technology with traditional information resources to "serve as an essential partner for successful teaching, learning, and research," and to "empower all at Ferris State University and in our surrounding community to discover, evaluate, and apply information, and create and disseminate knowledge".The library provides public computers, wireless connectivity, seating for over 1,000, and individual and group study rooms, including a family study room for visitors with children. An assistive-technologies laboratory supports students requiring special accommodations. As a gateway to a variety of information resources available both on-site and off-campus in print and digital formats, FLITE houses a collection of more than 180,000 print volumes and provides access to 170+ online databases, reference resources, more than 300,000 electronic journals, newspapers, and magazines, 14,000+ streaming videos, and over 200,000 eBooks. Individual research assistance is available from subject-specialist librarians. FLITE utilizes advanced technologies to expand opportunities for teaching and learning. The library also contains four instructional studios equipped with 20-30 computer stations, which allow librarians and other faculty to connect students to humanities content as well as the information seeking and critical-thinking skills necessary to evaluate information resources. FLITE is a U.S. Federal Depository Library, home to the Academic Literacies Center, the Faculty Center for Teaching and Learning, the JCM, the Office of Multicultural Student Services, the Office of Research and Sponsored Programs, and more.

2. Project justification

COVID-19 created unprecedented change for Ferris State University. On March 16, 2020, all instruction was moved to remote delivery. A week later, residence halls closed, except for students with nowhere else to go. On March 24, 2020, with Michigan Governor Whitmer's Stay Home, Stay Safe order, the main campus closed and nearly all staff began working remotely. Aside from a skeleton crew of 200, staff with roles that could not be executed remotely were furloughed until August 2020, when preparations for a modified return to in-person attendance began. As a result of COVID and other economic factors, the University reduced its workforce by offering a voluntary separation agreement. The University also instituted a hiring freeze, with new vacancies going unfilled, and duties being distributed among remaining members of staff. In total, the University lost 54 positions. In FLITE, personnel available to assist the promotion of Humanities decreased as a consequence of the pandemic.

The Jim Crow Museum and FLITE were forced to close in-person access to resources. Each year, the Jim Crow Museum welcomes over 4,000 visitors to its physical exhibition gallery. In 2020, visitation to the Museum decreased to 1,850 users. Programming was completely suspended for several months and significantly reduced thereafter to allow for social distancing. In addition, JCM restricted access to the collection for research scientists.The FLITE also experienced significant impact due to the pandemic. Use of physical volumes within the FLITE was discontinued from March 2020 through August 2021 to protect users from the threat of transferable surface contaminants. Users were unable to browse and access any of FLITES physical resources. During the pandemic, patron utilization of physical library resources like books and publications decreased by 79%. Surprisingly, digital content access also decreased by 71%. Despite implementation of software (BrowZine) enabling a virtual browsing experience in February 2021 patron engagement continues to lag. Investment in a Systems Librarian is essential to improving greater accessibility to humanities resources.

Facility closure and the state-wide mandates for COVID-19 precautions also disrupted plans for a FLITE initiative named Advancing Literacy: Civility and Difficult Dialogue. This project aimed to establish FLITE as a regional hub for assisting students with deficits or challenges in literacy competencies, while also establishing and offering programming to increase experiential learning through humanities resources including making sense of humanities knowledge in the contexts of the student's lived experiences. Funding for this effort was originally committed from the State of Michigan but was cancelled when emergency funding for COVID-19 was needed. During this time, the FLITE's Systems Librarian position was vacated. This position provides leadership for digital content dissemination and development at the University. The role remains unfilled due to the aforementioned hiring freeze. Currently, four separate staff and faculty have each taken extra responsibilities to maintain the existing digital systems which is problematic for long-term sustainability and program quality.

Ferris State University as a whole, as well as the Jim Crow Museum and FLITE responded to these challenges by adapting and developing new resources to offset the impact of the pandemic and continue delivering humanities experiences despite persisting restrictions and barriers. University-wide efforts to deploy and utilize personal protective equipment, cleaning supplies, hand sanitizer, temporary barriers, and updated air scrubbers all contributed to a safer environment where students and faculty are more comfortable gathering to learn together. In addition, FSU distributed over 250 computers, dozens of webcams, 200 MiFi internet devices, and appropriate software like ZOOM so any student with existing barriers to remote engagement could continue to benefit from University resources as nearly all experiences would require robust digital and virtual connectivity.

The Jim Crow Museum developed new virtual self-guided and docent-led tours that quickly gained popularity. Virtual tours attracted hundreds of visitors, especially during the social unrest associated with the death of George Floyd as the nation grappled with the realities of systemic racism and race relations. In addition, Museum educators developed online learning resources that could be incorporated into social studies curricula for schools studying Jim Crow era American history, Civil Rights, Reconstruction, and more to assist K-12 educators needing meaningful experiences to deliver via remote-learning. To complement this effort, the JCM created a prototype online resource showcasing key objects that could be used in these digital lessons. Lastly, the JCM continued to share digital content through social media and even expanded its presence in traditional media like newspaper and television as it was frequently called to provide expert analysis during the events following George Floyd's murder.

FLITE also employed new strategies to mitigate the impact of the pandemic. In order to understand and respond to new use patterns, FLITE installed tracking software to monitor, analyze, and respond to resource use in both the physical facility and online. Despite the cancellation of funding from the State of Michigan, FLITE faculty accelerated its Advancing Literacy agenda to provide students more support for literacy remediation and other services associated with accessing and using humanities resources via technology-based solutions. While direct support for academic struggles and access to existing content was maintained, the effort has not been able to establish and grow its Civility and Difficult Dialogue programming. This is a priority for funding as it will allow FLITE and JCM to partner in creating open-source materials for those seeking guidance in fostering dialogue in difficult topics.

3. Proposed activities and audience

To overcome the challenges presented by the Pandemic, the JCM is proposing two key activities that will position it to thrive as a resilient physical and digital organization. The core objective of both activities is to make the JCM's collections and associated content broadly accessible via robust digital environments. The expected audience for these efforts are university students, middle and high school students, research scholars, and the general public interested in learning about race, racism, and Jim Crow. First, the JCM is requesting funds to establish a JCM eMuseum using industry leading consultation and software from Gallery Systems. This will require improving the Museum's collections database by transitioning to a cloud-hosted system. The eMuseum will allow online visitors to browse the collection, experience digital exhibitions, and conduct research using the collections and its associated metadata. The cloud-based collections database is essential for allowing for remote access and future web-application development that will require real-time connectivity and updates to artifact records. The database will support the eMuseum and the second proposed activity; engaging an exhibition and experience design firm to re-imagine and re-design digital and virtual engagements with the JCM. Staff hope to design a virtual/physical museum experience that allows for broad accessibility to the Museum's collections or stories that moves beyond browsing object data and images in a catalogue. With increased need for digital and virtual engagements, the traveling and physical exhibition concepts must be developed to significantly expand access to high quality content and experiences. Both activities will expand Museum audiences and programs, and will encourage digital and physical use of the collections by making them easily accessible to educators, scientists, and the general public in a way that is not currently viable.

To advance and improve access to humanities resources within FLITE, this project proposes two additional key activities; re-hiring a Systems Librarian to lead and coordinate digital collections and asset accessibility efforts and allocating funds to support a faculty course release in order to re-start the Advancing Literacy: Civility and Difficult Dialogue Project. Supporting a Systems Librarian position is critical for accelerating access to quality digital resources that will improve the experience of FSU

students, faculty, and the surrounding communities that rely on FLITE for the information and content it offers. Funds from the NEH will serve as a catalyst to re-establish this critical position. Once filled, the Systems librarian will help all FLITE users regain access to the humanities resources available in FLITE at a level that reflects pre-pandemic use. In addition the position will provide leadership in developing a comprehensive and cohesive digital ecosystem of university resources. This investment will assist with coordination, collaboration, and consistency of access to humanities resources and expertise.

Increasingly, society is in need of tools and capacities for engaging with differences in a productive, healthy, and civil manner. Academic libraries have a major responsibility for preparing students and future leaders and for being centers for community dialogue. Ferris State University seeks to extend our commitment to literacy through the enhancement of community engagement opportunities involving constructive dialogue about some of society's most contentious issues and social policies, including race, religion, sexual orientation, disability, immigration, social class, the environment, and war.

To restart the Advancing Literacy: Civility and Difficult Dialogue Project, FSU will use funds to pay for a full course release of a qualified faculty to design, develop, and deliver programming to campus participants. Programming will focus on humanities issues that help users gain and use use insight to begin or continue problem solving in their own communities.The goal of this effort is to create a learning community where resources are provided to cultivate skills and competencies of additional Civility and Difficult Dialogue facilitators (staff, faculty, and students). As materials are developed, they will be shared broadly using platforms like OpenStack and FSU's existing communications networks.

FSU strives to address large equity gaps made more apparent through the pandemic and its consequences and believes the collaborative partnership between FLITE, the JCM, and the University at large will meaningfully shape future programming to address equity issues. Programming will advance literacy through innovative practices that promote respectful, transformative dialogue on controversial topics and complex social issues, thereby reflecting a commitment to pluralism and academic freedom and strengthening a democratically engaged society.

4. Jobs and personnel (corresponds with review criterion 3)

This project will retain or create three full-time positions at FSU as well as establish two contracts with humanities-serving groups that would contribute to engaging three to ten additional team members.

Jim Crow Museum Collections Manager: This position currently exists and is held by Cyndi Tiedt, who has worked as one of the core JCM team members since 2017. The pandemic has limited public access to the collections. The University campus where the JCM is located will not open for guests until the fall semester at the earliest, ensuring that the only educational programming provided by the JCM will be in a virtual setting. If awarded, Cyndi will lead the process of converting the entire collections database to a new cloud-based collections management system that will allow for streamlined access to the Museum's collections, learning experiences, and virtual tours. Cyndi will arrange consultant contracts, migrate existing data to the new platform, set digital collections asset standards, and assist with data entry to complete the migration and launch of the new JCM eMuseum and database.

FLITE Systems Librarian: This position exists at FSU but was vacated and has not been filled due to budget constraints. The FLITE Systems Librarian will design, develop, and launch new digital strategies that make FSU humanities resources and collections widely available and accessible to FSU students, faculty, staff, and the general public. This person will coordinate efforts with the JCM to ensure collections are integrated into a cohesive humanities resource ecosystem. Other job responsibilities include providing leadership in planning, implementing, and supporting library technology, collaborating with appropriate units in the library and IT, providing collaborative and innovative leadership to build,

implement, maintain, integrate, and assess public-facing and internal digital services and applications, and creating and delivering training and development opportunities for faculty and staff as needed.

Civility and Difficult Dialogue Faculty: This role will be filled by Kristin Conley. The position will establish new distance-based programming that will expand access and resources to needed humanities programming. Conley will be responsible for coordinating efforts to train staff and students and host "Civility and Difficult Dialogue" programs. She will be tasked with building on models that advance awareness and promote the practice of difficult dialogues approaches to teaching and learning in remote settings. Efforts will include promoting development programs that advance cultural pluralism, academic freedom, and engagement across differences, including educator development training, advancement of research designed to assess the impact of difficult dialogues teaching and learning.

eMuseum and Cloud-based Collections Management Consultants: The JCM will contract with Gallery Systems to establish a cloud-based collections management solution, build and launch an eMuseum, and transition the existing museum collections database to the new platform. This transition to an accessible online platform will allow museum staff to more effectively utilize the collections in education and dissemination efforts, craft new virtual tours and online experiences for students and faculty, as well as increase general access and awareness of the collection by the general public. This consultation is necessary as the JCM does not have internal technical expertise to program its own collections management system with the appropriate security features.

Exhibition and Experience Design Consultants: Consultants from Howard+Revis Design will lead the JCM to envision new ways to achieve seamless accessibility for all users across delivery methods (physical and virtual). Consultants will collaborate on digitizing collections and interactive access strategies, using their expertise with interactive databases and digital object exploration strategies to give visitors the fullest picture of the museum's collection including the possibility of digital polling, oral history collecting, and topic-specific multimedia programs and interactives that can be used within new exhibits on the museum's websites. Augmented reality will be explored as a means to provide an exciting method for bringing the objects in the collection to life and placed in their historical contexts.

5. Institutional capacity

Ferris State University has a dedicated team with the ability to manage significant federal emergency funds, in a remote environment when necessary, to fully comply with federal regulations. This team has successfully managed and disbursed over $55M in Coronavirus pandemic emergency funds. To remain viable and to thrive long-term, the University prioritizes strategic planning and execution in line with its mission and core values, with the support of more than 100 faculty and staff who regularly participate in planning sessions and associated task forces under the leadership of Dr. Pilgrim. The project described herein aligns with the 2019-2024 Strategic Plan: Ferris Forward in the Student Success Strategic Goal under Initiative 2: Champion degree completion and ensure a clear path to success. Specific Action Steps in this proposal align with student success outcomes including SS2.1: focus on eliminating barriers to success, increasing student involvement, and cultivating a sense of belonging, and SS2.3: Sustain and strengthen our identity-based centers to provide academic and retention based support. In addition, the project supplements the Strategic Goal for Institutional Effectiveness in Initiative 2: Software and systems integration. This project also aligns the strategic goals of the JCM that were recently updated in 2020. Goals listed in the strategic plan supported by this project include improving digital infrastructure to support digital, physical, and virtual exhibitions, traveling exhibitions, and web-based experiences, as well as improving access of free humanities resources to a broader audience. Ferris State University's fiscal year 2019 operating expenses totalled $251,954,549.

Jim Crow Museum Work Plan

Objective 1.1: Establish eMuseum and improved Collections Management systems to improve accessibility of the JCM Collections
Objective 1.2: Develop new exhibition strategies and experiences for remote and virtual learning and accessibility to the JCM Collections

Month	Objectives and Activity	Responsible Staff	Project Team
10/21	1.1 - Begin procurement process with consultants at Gallery Systems to establish eMuseum and Collections software 1.2 - Draft and refine scope of work for exhibition and experience design team	1.1 - Cyndi Tiedt 1.2 - David Pilgrim	1.1 - N/A 1.2 - N/A
11/21	1.1 - Contract finalized with eMuseum consultants. Training and installation begins 1.2 - Initiate design and planning activities with exhibition and experience design team.	1.1 - Cyndi Tiedt 1.2 - David Pilgrim	1.1 - Gallery Systems 1.2 - Howard + Revis
12/21	1.1 - Collections data migration and data entry begins (and continues for the duration of the project). Data entry will allow for a useful/meaningful eMuseum experience. 1.2 - (Concept Design Continues)	1.1 - Cyndi Tiedt	1.1 - Gallery Systems, Franklin Hughes, Other JCM Staff
3/22	1.1 - (Data Entry Continues) 1.2 - Concept design for the new exhibition and experience elements in the JCM is completed. JCM team begins building and prototyping recommended solutions to be used in new exhibitions	1.2 - David Pilgrim	1.2 - Howard + Revis, Franklin Hughes
4/22	1.1 - JCM eMuseum launched for public access. This allows for public and academic programs to access collections online. Programs would continue along with ongoing data entry and system updates. 1.2 - (Exhibition prototyping continues)	1.1 - Cyndi Tiedt	1.1 - FLITE Systems Librarian, Franklin Hughes
8/22	1.1 - (Programming and Data Entry Continues) 1.2 - Exhibition prototype finalized. Recommendations for final design and development prepared and submitted to JCM to build and implement in physical, traveling, and virtual exhibition environments.	1.2 - Howard + Revis	1.2 - All JCM Staff
9/22	1.1 - Evaluation and reporting completed 1.2 - Evaluation and reporting completed	1.1 - Cyndi Tiedt 1.2 - David Pilgrim	1.1 - N/A 1.2 - N/A

FLITE Work Plan

Objective 2.1: Re-hiring a Systems Librarian to lead and coordinate digital collections and asset accessibility efforts

Objective 2.2: Support a faculty course release in to initiate Advancing Literacy: Civility and Difficult Dialogue Project.

Month	Objectives and Activity	Responsible Staff	Project Team
10/21	2.1 - Systems Librarian position posted for hire 2.2 - Civility and Difficult Dialogue role is refined and assigned to Kristin Conley	2.1 - Jason Bentley 2.2 - Jason Bentley	2.1 - N/A 2.2 - David Pilgrim, Kristin Conley
11/21	2.2 - Civility and Difficult Dialogue program and resource development begins (and continues for duration of project)	2.2 - Kristin Conley	2.2 - David Pilgrim, Jason Bentley
1/22	2.1 - Systems Librarian Position filled. This will allow for ongoing coordination and improve accessibility to humanities and other scholarly resources associated with FLITE, the JCM, and more.	2.1 - Jason Bentley	2.1 - N/A
3/22	2.1 - Coordination with JCM Collections Manager for providing seamless access to JCM collections database and eMuseum experiences 2.2 - Civility and Difficult Dialogue programs and resource drafts reviewed and tested in prototype programming with FSU students, faculty, and staff	2.1 - Systems Librarian 2.2 - Kristin Conley	2.1 - Cyndi Tiedt 2.2 - David Pilgrim, Jason Bentley
5/22	2.2 - Civility and Difficult Dialogue programs and resources published and shared via OpenStack and FSU communications channels. Programs and training for staff begin. This marks the beginning of building a learning community that will continue to grow, share, and improve content broadly. Programming and resource development will continue for the duration of the project (and beyond).	2.2 - Kristin Conley	2.2 - David Pilgrim, Jason Bentley
9/22	2.1 - Evaluation and reporting completed 2.2 - Evaluation and reporting completed	2.1 - Systems Librarian 2.2 - Kristin Conley	2.1 - N/A 2.2 - N/A

Biographies

Project Director - Dr. David Pilgrim, Vice President of Diversity, Inclusion, and Strategic Initiatives
Dr. David Pilgrim, is the Jim Crow Museum Director. David Pilgrim would serve as the PI on the project. He also will contribute to the development of the proposed JCM exhibitions alongside the selected Exhibition Design contractor. Dr. Pilgrim earned his Ph.D. from the Department of Sociology, The Ohio State University, Columbus, Ohio, in 1984. He also holds a Master's and Bachelor's degree in Sociology. He was the Founder and continues as the Curator and Director of the Jim Crow Museum. Dr. Pilgrim is a prolific presenter and is a renowned national expert in cultural affairs, especially involving race and racism. He has provided expert analysis and insight for National Public Radio, Time magazine, the British Broadcasting Corporation, and dozens of newspapers, including the New York Times, Washington Post, Boston Globe, Chicago Tribune, and the Los Angeles Times. He has authored several books including Understanding Jim Crow (PM Press, 2015), and Watermelons, Nooses, and Straight Razors (PM Press, 2017). His writings, many found on the museum's web site (ferris.edu/jimcrow), are used by scholars, students, and civil rights workers to better understand historical and contemporary expressions of racism.

Co-project Director - Jason Bentley, Dean of Retention and Student Success and Interim Dean of FLITE
Dr. Jason Bentley serves Ferris in the multifaceted role as Dean of Retention and Student Success and as Interim Dean for the Ferris Library for Information, Technology and Education (FLITE). Dr. Bentley oversees the efforts including the Academic Literacies Center (ALC), Developmental Curriculum Department, Educational Counseling and Disabilities Services, Faculty Center for Teaching and Learning (FCTL), Honors Program, Structured Learning Assistance, Office of Transfer and Secondary School Partnerships, the Ferris State University Seminar (FSUS) Program. Prior to arriving at Ferris, Dr. Bentley served as vice president of Student Success at Morehead State University in Morehead, Kentucky. In addition to administrative positions, Dr. Bentley taught courses in Leadership, Honors and Human Environmental Studies at CMU. He was also a visiting scholar for the John N. Gardner Institute for Excellence in Undergraduate Education in Brevard, North Carolina. Dr. Bentley earned a Doctorate in Educational Leadership, a Master of Arts in Educational Administration and Community Leadership, and a Bachelor of Science in Secondary Education, all from Central Michigan University.

Jim Crow Museum Collections Manager - Cyndi Tiedt
The Collections Manager (Cyndi Tiedt) will substantially contribute to the development and design of the JCM exhibition, and direct efforts to establish the JCM eMuseum and digital database. Ms. Tiedt holds a Master's degree in Library Information Science with an emphasis on Digital Collections, Information Systems, and Museum Studies from Kent State University. She also holds a Bachelor of Arts in Archeology and Ancient History, a Bachelor of Science in Geology and Geographic Information Science, and an Associate's Degree in Project Management. Ms. Tiedt has worked within museums for over 7 years and is skilled in collections management, education, and other museum functions. Ms. Tiedt has over 11 years of experience as a database administrator for cultural heritage and scientific data. Funding would support maintaining this position as a full-time appointment.

FLITE Systems Librarian - Currently Vacant

The FLITE Systems Librarian will design, develop, and launch new digital strategies that make FSU humanities resources and collections widely available and accessible to FSU students, faculty, staff, and the general public. Responsibilities include:

- Serves as system administrator for library enterprise applications, including but not limited to: the integrated library system (Ex Libris Alma) and discovery layer (Ex Libris Primo); digital collections platforms (ArchivesSpace, DSpace, ResourceSpace); electronic resource authentication (EZProxy); and library web applications (SpringShare suite).
- Provides leadership in planning, implementing, and supporting library technology, collaborating with appropriate units in the library and IT.
- Collaborates with library technical services personnel to provide seamless technology integration for platforms that interact with the library website and associated Web-based services
- Provides collaborative and innovative leadership to build, implement, maintain, integrate, and assess public-facing and internal digital services and applications.
- Leads library initiatives involving technology and works collaboratively to coordinate development of a library technology plan.
- Creates and delivers training and development opportunities for library faculty and staff as needed
- Participates in the library's collection management and liaison programs, and in assessment and improvement efforts.
- Serves as a member of library and university-wide committees and participates in library and university projects and activities as needed or assigned as required for tenure and promotion.
- Stays abreast of current trends and best practices in areas of responsibility, maintains membership in position-relevant professional organizations, and participates in continuing professional development activities including attendance at conferences and workshops

Civility and Difficult Dialogue Faculty - Kristin Conley

The Civility and Difficult Dialogue Faculty (Kristin Conley) will be responsible for coordinating efforts to train staff and students and host "Civility and Difficult Dialogue" programs. Kristin Conley holds a Masters Degree in Reading and Literacy from Central Michigan University. A former high school teacher, Professor Conley taught in Ferris's School of Education before joining the faculty of Retention and Student Success. She is an expert in facilitating deliberative dialogue and a campus advocate for at-risk students and building an equity centered university.

DEPARTMENT OF HEALTH & HUMAN SERVICES

Program Support Center
Financial Management Portfolio
Cost Allocation Services

1301 Young Street, Room 732
Dallas, TX 75202
PHONE: (214) 767-3261
FAX: (214) 767-3264
EMAIL: CAS-Dallas@psc.hhs.gov

March 15, 2017

Michael Grandy
Assistant Vice President for Finance
Ferris State University
420 Oak Street, PRK 261 Finance Office
Big Rapids, MI 49307-2020

Dear Mr. Grandy:

A copy of an indirect cost rate agreement is being sent to you for signature. This agreement reflects an understanding reached between your organization and a member of my staff concerning the rate(s) that may be used to support your claim for indirect costs on grants and contracts with the Federal Government.

Please have the agreement signed by an authorized representative of your organization and return to me by email, retaining the copy for your files. We will reproduce and distribute the agreement to the appropriate awarding organizations of the Federal Government for their use.

An indirect cost proposal, together with the supporting information, is required to substantiate your claim for indirect costs under grants and contracts awarded by the Federal Government. Thus, your proposal based on actual costs for the fiscal year ending 06/30/2020 is due in our office by 12/31/2020. Please submit your next proposal electronically via email to cas-dallas@psc.hhs.gov

Sincerely,

Arif M. Karim -A

Digitally signed by Arif M. Karim -A
DN: c=US, o=U.S. Government, ou=HHS, ou=PSC, ou=People, cn=Arif M. Karim -A, 0.9.2342.19200300.100.1.1=2000212895
Date: 2017.03.29 19:39:26 -05'00'

Arif Karim
Director
Cost Allocation Services

Enclosures

PLEASE SIGN AND EMAIL A COPY OF THE RATE AGREEMENT

COLLEGES AND UNIVERSITIES RATE AGREEMENT

EIN: 1386005159A1

ORGANIZATION:
Ferris State University
420 Oak Street, PRK 261
Finance Office
Big Rapids, MI 49307-2020

DATE:03/15/2017

FILING REF.: The preceding agreement was dated 01/23/2014

The rates approved in this agreement are for use on grants, contracts and other agreements with the Federal Government, subject to the conditions in Section III.

SECTION I: Facilities And Administrative Cost Rates

RATE TYPES: FIXED FINAL PROV. (PROVISIONAL) PRED. (PREDETERMINED)

EFFECTIVE PERIOD

TYPE	FROM	TO	RATE(%)	LOCATION	APPLICABLE TO
PRED.	07/01/2013	06/30/2017	43.50	On Campus	All Programs (1)
PRED.	07/01/2017	06/30/2021	30.00	On Campus	All Programs (2)
PRED.	07/01/2017	06/30/2021	10.00	Off Campus	All Programs (2)
PROV.	07/01/2021	Until Amended			Use same rates and conditions as those cited for fiscal year ending June 30, 2021.

*BASE

(1) Direct salaries and wages including all fringe benefits.

(2) Modified total direct costs, consisting of all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel and up to the first $25,000 of each subaward (regardless of the period of performance of the subawards under the award). Modified total direct costs shall exclude equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of $25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.

SECTION II: SPECIAL REMARKS

TREATMENT OF FRINGE BENEFITS:

The fringe benefits are charged using a rate(s) which are not shown in the Rate Agreement. Over/under recoveries from actual costs are adjusted in current or future periods. The directly claimed fringe benefits are listed below.

TREATMENT OF PAID ABSENCES

Vacation, holiday, sick leave pay and other paid absences are included in salaries and wages and are claimed on grants, contracts and other agreements as part of the normal cost for salaries and wages. Separate claims are not made for the cost of these paid absences.

Equipment Definition -

Equipment means an article of non expendable, tangible personal property having a useful life of more than one year and an acquisition cost of $5,000 or more per unit.

FRINGE BENEFITS:

FICA
Retirement
Disability Insurance
Worker's Compensation
Life Insurance
Unemployment Insurance*
Health Insurance
Dental Insurance
Tuition Remission
Wellness Program

*Unemployment Insurance is not included in the billing rate. It is specifically identified and charged individually as a direct cost.

Your next proposal based on actual costs for the fiscal year ending 6/30/20 is due in our office by 12/31/20.

ORGANIZATION: Ferris State University

AGREEMENT DATE: 3/15/2017

SECTION III: GENERAL

A. LIMITATIONS:

The rates in this Agreement are subject to any statutory or administrative limitations and apply to a given grant, contract or other agreement only to the extent that funds are available. Acceptance of the rates is subject to the following conditions: (1) Only costs incurred by the organization were included in its facilities and administrative cost pools as finally accepted: such costs are legal obligations of the organization and are allowable under the governing cost principles; (2) The same costs that have been treated as facilities and administrative costs are not claimed as direct costs; (3) Similar types of costs have been accorded consistent accounting treatment; and (4) The information provided by the organization which was used to establish the rates is not later found to be materially incomplete or inaccurate by the Federal Government. In such situations the rate(s) would be subject to renegotiation at the discretion of the Federal Government.

B. ACCOUNTING CHANGES:

This Agreement is based on the accounting system purported by the organization to be in effect during the Agreement period. Changes to the method of accounting for costs which affect the amount of reimbursement resulting from the use of this Agreement require prior approval of the authorized representative of the cognizant agency. Such changes include, but are not limited to, changes in the charging of a particular type of cost from facilities and administrative to direct. Failure to obtain approval may result in cost disallowances.

C. FIXED RATES:

If a fixed rate is in this Agreement, it is based on an estimate of the costs for the period covered by the rate. When the actual costs for this period are determined, an adjustment will be made to a rate of a future year(s) to compensate for the difference between the costs used to establish the fixed rate and actual costs.

D. USE BY OTHER FEDERAL AGENCIES:

The rates in this Agreement were approved in accordance with the authority in Title 2 of the Code of Federal Regulations, Part 200 (2 CFR 200), and should be applied to grants, contracts and other agreements covered by 2 CFR 200, subject to any limitations in A above. The organization may provide copies of the Agreement to other Federal Agencies to give them early notification of the Agreement.

E. OTHER:

If any Federal contract, grant or other agreement is reimbursing facilities and administrative costs by a means other than the approved rate(s) in this Agreement, the organization should (1) credit such costs to the affected programs, and (2) apply the approved rate(s) to the appropriate base to identify the proper amount of facilities and administrative costs allocable to these programs.

BY THE INSTITUTION:

Ferris State University

(INSTITUTION)

Jerry L. Scoby

(SIGNATURE)

JERRY L. SCOBY

(NAME)

VPA&F

(TITLE)

4/8/17

(DATE)

ON BEHALF OF THE FEDERAL GOVERNMENT:

DEPARTMENT OF HEALTH AND HUMAN SERVICES

(AGENCY)

Arif M. Karim -A

Digitally signed by Arif M. Karim -A
DN: c=US, o=U.S. Government, ou=HHS, ou=PSC, ou=People, cn=Arif M. Karim -A, 0.9.2342.19200300.100.1.1=2000212895
Date: 2017.03.28 18:18:10 -05'00'

(SIGNATURE)

Arif Karim

(NAME)

Director, Cost Allocation Services

(TITLE)

3/15/2017

(DATE) 5052

HHS REPRESENTATIVE: Olulola Oluborode

Telephone: (214) 767-3261

Proposal Summary

Proposal Number: **Proposal Status:** INCOMPLETE
Sponsor Deadline: 05/14/2021 **Submission Method:** Electronic
Submission Type:

INVESTIGATOR DATA

PROJECT DIRECTOR / PRINCIPAL INVESTIGATOR CONTACT INFORMATION

Prefix:	**First Name:**	**Middle Name:**	**Last Name:**	**Suffix:**
	David		Pilgrim	

Position/Title:	VP of Div Incl & Strat Initi	**Organization:**	Ferris State University
Department:	Presidents Office	**Division:**	Presidents Office
Street1:	1201 S. State Street CSS 312	**Street2:**	
City:	Big Rapids	**County:**	
State:	MI	**Zip Code:**	49307-2747
Country:	USA	**Employee ID:**	10293933
Phone:	2315913946	**Fax:**	
Email:	pilgrimd@ferris.edu		

First Budget Period Effort: **Calendar:** 0.30 **Academic:** 0.00 **Summer:** 0.00

Status of PI:
Status Waiver Required?
Signed Intellectual Property Waiver Attached?
Signed Conflict of Interest Disclosure Attached?
Agency Certification Documentation Attached?
Cost Sharing Authorization Form Attached?

SPONSOR DATA

Agency: NEH
Proposal Type
Sponsor Mechanism: Humanities Initiatives
Sponsor Type:
Sponsor Code:
Sponsor Name:
SubDivision 1:
SubDivision 2:

PROJECT DATA

Title of Project: Improving Accessibility to Digital Humanities Resources
Is This a Subcontract? No
If Yes, who is prime?
Type of Proposal:
Type of Agency: Federal
Kind of Application:
Previous Grant # or Federal Identifier:
Change in grantee institution? No
Type of Project:

PROJECT ADMINISTRATION

Who is responsible for this research?

Departmental Identification Number:	**Primary:**	**Secondary:**
Departmental Name:	**Primary:**	**Secondary:**
Primary Dept. Contact Info:		
Account Classification:	**Primary:**	**Secondary:**
Other Institutional Code:		
NAICS Code:		

COMPLIANCE DATA

Are animal subjects used? No

Proposal Summary (cont'd)

Is IACUC review pending?
IACUC Protocol #
IACUC Approval Date:
Are human subjects used? No
Is IRB review pending?
IRB Protocol #
IRB Approval Date:
Does this project involve use of any of the following? Radioactive Material(s), Radiation Producing Devices(s), Recombinant DNA, Biohazardous Chemical(s), Class IIIb or IV Lasers, Other certifications of health, safety and/or environmental compliance. No

BUDGET DATA

Performance Dates	Begin Date	End Date
First Budget Period:	10/01/2021	09/30/2022
Cumulative Budget Period:	10/01/2021	09/30/2022

Cost Sharing Information	Mandatory	Voluntary
Committed:		
Amount:		
Source:		

Budget Period	Direct Cost	Indirect Cost	Total Cost
Period 1:	384,419	115,326	499,745
Total:	384,419	115,326	499,745

AWARD DATA

Award #: **Contract #:** **Date:**

Budget Period	Direct Cost	Indirect Cost	Total Cost
Period 1:			
Total:			

EXPORT CONTROL

1. Will the project involve participation, collaboration or access to information by foreign nationals, defined as: individuals with foreign citizenship, foreign governments, foreign associations and corporations, or foreign political parties? Note: Foreign nationals granted US citizenship, or permanent residence "green card" or granted status as a "protected individual", e.g., political refugees and political asylum holders are "EXEMPT" from deemed export rule.
2. Will the project involve the shipment of equipment, technology, software, materials data or other information?
3. Will the project involve a foreign subcontract or other foreign contractual agreement?

COMMENTS AND EXPLANATIONS

PLEASE INDICATE ANY SPECIAL INSTRUCTIONS BELOW: