

Included in this document are the requirements for organizations that received a National Endowment for the Arts (NEA) **NEA Research Labs** grant after October 1, 2021.

- The award number format is xxxxxxx-38-22, xxxxxxx-38-23, etc.

*For Research Grants in the Arts see “Research Grants in the Arts Final Work Product Requirement.” For NEA Research Lab awards received in FY21 or earlier - the final work product requirements for grants are in the same document as listed above, while, for cooperative agreement, it is in the agreement itself.

PART I: IN GENERAL, YOU MUST COMPLETE AND/OR SUBMIT THE FOLLOWING:

- (1) Develop, host, and regularly update a public facing website specifically about your NEA Research Lab.** At minimum, this website should include a description of your “NEA Research Lab” and accompanying research agenda and studies and periodic updates on the progress of fulfilling the research agenda and related studies.

The website should also carry information about key personnel and technical working group members and about research products, events, and resources associated with your NEA Research Lab agenda—including working products and in-press products, as well as conference presentations.

- Provide a copy of your "NEA Research Labs" website address with the Final Descriptive Report.

- (2) Research reports or other products, tools or services, data, or materials** (e.g., literature reviews, research or policy briefs, white papers, blog posts, podcasts, webinars, and technical guides) developed for researchers, arts practitioners, and the general public. The exact format for final products submitted to the NEA may vary depending on the project scope and dissemination plans.

A template for a cover page is included on the last page of this document, which includes a place for the NEA Research Labs visual identifier, a title of the product, the award number, authors/organizations, and a disclaimer regarding the contents of the product.

- Provide copies of and/or citations for these products to the NEA, see “How To Submit” section below.

- (3) Two presentations per year**, to communities of researchers and to communities of arts practitioners.

- Provide copies of and/or citations for these presentations to the NEA, see “How To Submit” section below.

PART II: ACKNOWLEDGEMENT, COPYRIGHT, AND EMBARGOES:

Awardees must clearly acknowledge support from the NEA in their programs and related promotional material including publications and websites, and include the relevant disclaimer.

To the extent possible, include the [NEA Research Labs visual identifier](#) in all materials (see the “NEA Research Labs Media Toolkit” available at www.arts.gov/grants/manage-your-award for specific guidance related to the visual identifier and the disclaimer language).

The NEA reserves a royalty-free, nonexclusive and irrevocable right to reproduce, publish, or otherwise use the work for Federal purposes, and to authorize others to do so (2 CFR 200.315).

It is the NEA’s intention to publish awardees’ research products on its website. We also understand that some of our awardees may desire to publish their work in other venues, such as peer-review research journals, in books, or in other types of publications. With this possibility in mind, we intend to post final research products as “working papers” or “working products;” if the papers are copyrighted or become copyrighted, then we will replace any working papers with the copyrighted versions. However, you may request a one-year embargo (a restriction) on electronic access to your final research products through the [NEA Research Labs](#) page (<https://www.arts.gov/initiatives/nea-research-labs>). Should the NEA agree to restrict access to your final products, then your name, the title of your work, a description of your research, and the abstract will be available via the NEA website, but the full text version will not be available for viewing or download until the embargo period has passed.

We encourage you to notify the NEA if you are contacted by the press or if you proactively engage the press about your award through such outlets as commercial newspapers (and their websites), radio, and TV; public broadcasting stations; community and alternative newspapers and newsletters; college and high school papers and stations; noncommercial and community access stations; listservs; news websites; membership websites (if relevant); and blogs.

You may notify us of your media engagement and publications by emailing nearesearchgrants@arts.gov.

PART III: HOW TO SUBMIT WORK PRODUCTS

First, ensure that your products are developed in a format that is readable by screen reading software so that it is accessible to individuals with vision disabilities. Use the built-in accessibility features of your software to create content in an accessible format. Provide a text equivalent for every non-text element, such as tables, charts, and photos by tagging them with alternate text descriptions (alt text) and captions. Do not use color-coding as the only method of conveying information. More resources regarding Accessibility is located at www.arts.gov/impact/accessibility.

Second, submit the product to the NEA’s Office of Grants Management via the online awards management system eGMS REACH (REACH) at <https://grants.arts.gov/eGMS-Reach/Login.aspx>.

1. Go to the **Forms & Reports Tab** of your award and click the “pen” next to the product.
2. You must do this or the products will not be logged as received in the NEA’s online grants management database.

3. In the Submission Comments section:

- Provide a link to the product (if applicable).
- Include your plan for publishing your work outside of the final products you submit to us, and,
- Indicate whether you would like an **embargo** on electronic access to your final research products through our [NEA Research Labs](https://www.arts.gov/initiatives/nea-research-labs) page - <https://www.arts.gov/initiatives/nea-research-labs>. If you request an embargo, provide a justification for your request.

PART IV: NON-NATIONAL ENDOWMENT FOR THE ARTS PUBLICATIONS AND PRESENTATIONS

If your work products have been or will be published in a format other than the final products you submitted to the NEA, please contact the **Office of Research and Analysis** (ORA) and we can provide links and citations to your final products.

Similarly, if your work products become published in another format after your award has closed out, please send us the links and citations so that we may promptly post them. The same kind of information would also be welcome for presentations of your work products (e.g., PowerPoint slides or links to webcasts or video).

Registering your publications, presentations, and other work products with the NEA will allow us to increase visibility and impact of your research based on your award.

Please email nearesearchgrants@arts.gov with any new or modified material and/or citations.

TITLE

(working paper)

AUTHOR/S

AUTHOR POSITION/S if applicable
ORGANIZATION AFFILIATION/S

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