

Dear NEH Partner,

We are excited to announce NEH will transition to online processing of award payments for all NEH recipients on October 1, 2024. NEH has been making efforts for the last several years to upgrade the agency's financial management system to integrate more fully with eGMS Reach.

This upgrade is scheduled to occur during a 4-week period from September 20 to October 21, 2024. The purpose is to sunset the legacy financial system, migrate existing data to the new financial system, and ensure NEH meets federally mandated compliance requirements. The Office of Accounting will not be able process payments during this time.

In support of this effort, the Office of Grants Management has issued a [Temporary Waiver and Interim Cash Advance Policy](#), to support recipients during this downtime., to support recipients during this downtime.

**Beginning October 1, 2024**, and beyond, your organization will be *required to submit all payment requests within the payments area of eGMS Reach* rather than submission by email or fax. NEH has developed instructions to assist in navigating the system functionality, available at [How to Submit a Payment Request \(neh.gov\)](#).

All payment requests using the SF270 form submitted to the accounting mailbox before **5pm on September 20, 2024**, will be processed manually. *Any request submitted to the accounting mailbox after this time will be rejected and you will be directed to the new eGMS Reach submission process.*

**There are impacts recipients should be aware of and take into consideration as you plan your requests for advances or reimbursements through this transition period.** Please note the following:

1. Transition Period Payment Processing Delays (Approximately 4 Weeks)
  - From October 1 through October 21, NEH recipients may submit payment requests in eGMS Reach. However, requests submitted during the transition period will not be interfaced with U.S. Treasury systems until after all the transition steps are completed. Transition steps include various systems and integration checks of back-end functionalities which are turned on, monitored and validated incrementally.
  - As noted above, NEH has implemented a temporary interim cash advance policy effective September 13 to September 20, 2024. NEH is authorizing recipients to request advances up to 30 calendar days for minimum immediate needs. [Please see instructions addressing the interim cash advance policy.](#)
  - We will notify all recipients when the transition process is complete and full payment disbursement functionality is "live" via eGMS Reach. This notification will provide a timeframe in which to expect funds from submitted and approved eGMS Reach payment requests to reflect in your financial accounts. Typically, the U.S. Department of Treasury disburses payments within 3 to 5 business days depending on your bank's hold policies.

2. Manual payments
  - Manual payments sent to the Office of Accounting's inbox ([accounting@neh.gov](mailto:accounting@neh.gov)) will be accepted **until 5pm on September 20, 2024**. *All manual payment requests received after this deadline will be rejected.*
3. The Institutional Grant Administrator (IGA) will automatically have payment request permissions but will not be listed within the payment requestor role. All currently assigned payment delegates for your open awards will be able to submit payment requests. Payment delegates will be listed as award participants in eGMS Reach with the Payment Requestor role.
  - If the IGA needs to change this access or add a new person with this authority, they must complete a payment delegation form for a new person on each award. Instructions for the payment delegation form are available at [Grantee Instructions for Payment Request Delegation \(neh.gov\)](#).
  - If the IGA needs to remove access for a payment requestor role, they must submit a participant change request. Instructions for change requests are available at via [General Terms and Conditions for Awards to Organizations \(For grants and cooperative agreements issued January 1, 2022, or later\) | National Endowment for the Humanities \(neh.gov\)](#)
4. The Office of Accounting will only accept eGMS Reach payment requests from the IGA and those designated with the Payment Requestor role for your open awards moving forward. After the transition period:
  - The Office of Accounting requires up to 3 business days for processing initial requests upon receipt of a valid and accurate payment request. Upon request approval, funds should be disbursed from the U.S. Department of Treasury within 3 to 5 business days.
  - Please ensure that your institution's SAM.gov profile is active, unexpired, and reflects your most current institutional banking information.
    - Expired profiles or mismatched banking information in SAM.gov may result in payment request rejection until resolved.
    - If you have updates to your banking information, please submit a new ACH form to NEH and update your SAM.gov profile. **You must submit these 2 business days prior to submitting your payment request.** Instructions for submitting the form to NEH are available at [Reach Instructions for ACH Enrollment \(neh.gov\)](#).
5. Individual Award Recipient Payments for
  - Schedules for payments will be generated in eGMS
    - Recipients can see payments status on their award in eGMS Reach.

- Individual recipients on automated payment schedules will not be able to request payments in eGMS Reach.
- Applicable grant lines for scheduled payments through eGMS Reach include:
  1. FZ- Public Scholars
  2. FO- Fellowships for Advanced Social Science Research on Japan
  3. FEL- Fellowships
  4. FN- Dynamic Language Infrastructure- Documenting Endangered Languages - Fellowships
  5. HB- Awards for Faculty
  6. FT- Summer Stipends
- All other individuals recipients will be required to request payment through eGMS Reach using the instructions [How to Submit a Payment Request \(neh.gov\)](https://www.neh.gov/eGMS-Reach/Payment-Request).
- For awards to individuals issued *August 12, 2024, or later*, payments will be made to a personal bank account only.

Please feel free to contact [accounting@neh.gov](mailto:accounting@neh.gov) using the subject line **eGMS Reach Payment Assistance** and one of the team members will work to assist in addressing your issue or concern.

Thank you in advance for your participation and patience as we transition to this new process.

Sincerely,

The NEH Team