

Completing the NEH Individual Programs Acceptance Form

- From the eGMS Reach home page, navigate to your NEH offer.

The National Endowment for the Humanities understands that COVID-19 may impact your funded project as activities are postponed or cancelled. Please contact your program officer and grants management specialist through eGMS Reach so we can help you explore options such as extensions, budget revisions, and scope changes. NEH program and grants management staff will work together to provide maximum flexibility within our governing authorities. It is important to note that the NEH Office of Grant Management is the only office authorized to change the funding, scope, duration or other terms and conditions of your award, and they will do so through eGMS Reach.

For more information regarding COVID-19, please visit the website for the [Center for Disease Control \(CDC\)](#).

Details	Grants.gov Opportunity	Status	Response Deadline
Go to Offer FEL-279712 <i>Test Application</i> University of Maryland, College Park Christopher Sciotta (Submits Performance) Beth P. Stewart (Applicant/Recipient)	Fellowships Deadline: 4/10/2019	This offer is ready to be viewed and accepted or declined.	11/20/2020

- Once you are viewing “My Offer,” click on the Forms & Reports tab at the top of the page.

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Instructions	Documents	Forms & Reports	Accept/Decline	Messages
My Offer: FEL-279712 This offer is ready to be viewed and accepted or declined. Review the instructions below for more information about what to do next.				
Institutions	University of Maryland, College Park (College Park, MD) (Sponsoring Institution)			
Title	Test Application			
Participants	Christopher Sciotta (Submits Performance) Beth P. Stewart (Applicant/Recipient)			
Division	Research Programs			
Grants.gov Competition	Fellowships Notice of Funding Opportunity ("Guidelines")			
Agency Contacts	The best way to contact staff members is by sending a message using the Messages tab. Grants Management Specialist Christopher Sciotta Phone: 202-606-8217			
Award Period	9/1/2020 - 5/31/2021			
Details	Offer Date	11/24/2020		
	Offer Expiration Date	11/20/2020		
	Outright Amount	\$0.00		
	Match Offer Expiration Date			
	Match Amount	\$0.00		
	Gift Amount	\$0.00		
	Match Ratio	1:1		
Total Amount	\$0.00			
Notices	View SAM Registration			

- Click on the “Select Action” drop menu and select “Edit Form.” You will see the form’s name and due date listed to the right. You must submit your acceptance form by the date shown here and in your offer letter OR at least 1 week prior to your desired start date, whichever occurs first.

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Notices

[View SAM Registration](#)


[Instructions](#) [Documents](#) [Forms & Reports](#) [Accept/Decline](#) [Messages](#)

Forms

Complete any forms listed below.

Actions	Required?	Campaign/Form	Availability Date	Due Date	Submission Date	Submission By
Select Action	<input checked="" type="checkbox"/>	NEH Individual Programs Acceptance Form		4/15/2021		

[Edit Form](#)
[View Form](#)



NATIONAL ENDOWMENT FOR THE HUMANITIES

[NEH Privacy Policy](#)

- Complete the first tab, “Contact Info.” Your Social Security Number will be encrypted. Enter N/A for any unused telephone number fields. Click “Save and Continue.”

[Contact Info](#) [Award Period](#) [Payment Information](#)

Social Security Number

Provide your personal Social Security Number or Tax ID Number, even if you will elect to have the award routed through your institution. We cannot accept the EIN for your employing institution. This information is encrypted upon submission.

Mailing Address

Provide your mailing address. **Click the button labeled “Save” on the far right once you have entered your mailing address information.** Provide only one address.

Street Address 1	Street Address 2	City	State	Zip	Country
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Enter data and click **Save** at the end of the row to save and insert a new empty row.

			Select a value		Select a value	Save
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Office Phone

Home Phone

Cell Phone

Email Address

[Close](#) [Save](#) [Save and Continue](#)

- In the "Award Period" tab, begin by selecting the appropriate prefix. Confirm that your FAIN prefix matches that on your offer letter and in eGMS Reach.

Instructions Documents Forms & Reports Accept/Decline Messages

Forms

Complete any forms listed below.

NEH Individual Programs Acceptance Form

OMB Approval Number: 4040-0014; Expiration Date: 2/28/2022

Instructions: You must accept or decline the offer of an NEH individual award (Fellowships, Awards to Faculty, Fellowships for Advanced Social Science Research on Japan, Summer Stipends, Documenting Endangered Language Fellowships, Public Scholar) at least one week prior to your requested period of performance start date or no later than the date specified in your NEH offer letter (whichever comes first). To accept the offer, please complete and submit the acceptance form, following the provided instructions, through eGMS Reach by this deadline. In accepting the offer of an NEH individual award, you agree to comply with the NEH Terms and Conditions applicable to your individual award program.

Burden Statement: NEH estimates the average time to complete this form is 30 minutes. This estimate includes the time for reviewing the instructions for this form, gathering the necessary data and entering the data on the form. Please send any comments regarding this estimated completion time or any other aspect of the form, including suggestions for reducing completion time, to the Director, Office of Publications, National Endowment for the Humanities, Washington, D.C. 20506; and to the Office of Management and Budget, Paperwork Reduction Project (3136-0134), Washington, DC 20503. According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number.

Contact Info **Award Period** Payment Information

Indicate the prefix of your award's Federal Award Identification Number (FAIN):


NEH funds a variety of individual award programs. Each of these programs is subject to different rules and guidelines. Refer to your award's Federal Award Identification Number (FAIN) in eGMS Reach to ensure you are selecting the correct prefix. Your FAIN can also be found on your NEH offer letter, where it is referred to as the "Application Number."

Selecting the incorrect prefix may result in a delay in processing your award.

Select a value

- FEL: NEH Fellowships; NEH Mellon Fellowships for Digital Publication
- FN: Documenting Endangered Languages Fellowships
- FO: Fellowships for Advanced Social Science Research on Japan
- FT: NEH Summer Stipends
- HB: NEH Awards for Faculty at HBCU's, HSI's, TCU's
- FZ: Public Scholar

Close Previous Save Save and Continue



NATIONAL ENDOWMENT FOR THE HUMANITIES

- Indicate your desired period of performance. If you select the prefix FEL, FO, or FT, you must have a **full-time, continuous** period of performance. Provide your desired start and end dates.

Contact Info **Award Period** Payment Information

Indicate the prefix of your award's Federal Award Identification Number (FAIN):

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FEL: NEH Fellowships; NEH Mell...

Period of Performance Start Date

Your award requires full-time continuous participation. Indicate your desired start date. The start date must fall on the first day of the month in which the period of performance begins. Your start date may be different from that on your application, however the duration of your period of performance may not change.

Period of Performance End Date

Your award requires full-time, continuous participation. Indicate your desired end date. The end date must fall on the final day of the month in which the period of performance ends. Your end date may be different from that on your application, however the duration of your period of performance may not change.

Close Previous Save Save and Continue

Your form was last saved on 11/24/2020 at 3:32 PM.

If you received an offer with the prefix HB or FZ, you may divide your period of performance into periods of full or part-time participation. These programs do not permit a period of inactivity. Review the Notice of Funding Opportunity for more information.

The FN program permits a period of inactivity. If you received an offer with the prefix FN, you may divide your period of performance into multiple periods of participation. Review the Notice of Funding Opportunity for more information.

Forms

Complete any forms listed below.

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Selecting the incorrect prefix may result in a delay in processing your award.
 HB: NEH Awards for Faculty at H...

Do you wish to divide your project into multiple periods of activity?
 The HB and FZ programs permit the division of the period of performance into a mix of part-time and full-time participation, but do not permit a period of inactivity. Refer to the Notice of Funding Opportunity for more information.
 The FN program permits the division of the period of performance into a mix of part-time and full-time participation and permits a period of inactivity. Refer to the Notice of Funding Opportunity for more information.

A couple of examples:
 A 12 month award may be divided into 4 months of full time participation, 3 months of inactivity, and another 8 months of full time participation for an equivalent of 12 months full time activity over a total of 15 months.
 A 10 month award may be divided into 6 months of full time participation, followed by 2 months of half time participation, and finally ending with 3 months of full time participation for an equivalent of 10 months of full time activity over 11 months.

Select a value

Yes

No

Close Previous Save Save and Continue

If you choose to divide your period of performance, follow the instructions to provide the desired dates and level of effort for each period.

Contact Info **Award Period** Payment Information

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Yes

Indicate the desired start/end dates for the 3 periods below. Ensure that the total duration of these periods is equivalent to the full duration of your project.
 Periods during which you will be active on the project must be at least 2 months long. Keep in mind you may only be in an inactive status during period 2. Selecting an inactive status during periods 1 or 3 may result in a shorter period of performance and a reduction in funding.
 Indicate the desired start and end dates for each period. After entering your desired dates, you must click the "Save" button to the right before continuing onto the next section of the Acceptance Form.

First Period Start Date	First Period End Date	Indicate the amount of time you will be working on the project during the first period of activity.	If "Other", please describe.	Second Period Start Date	Second Period End Date	Indicate the amount of time you will be working on the project during the second period of activity.	If "Other", please describe.	Third Period Start Date	Third Period End Date	Indicate the amount of time you will be working on the project during the third period of activity.	If "Other", please describe.
<input type="text"/>	<input type="text"/>	Select a value		<input type="text"/>	<input type="text"/>	Select a value		<input type="text"/>	<input type="text"/>	Select a value	

Close Previous Save Save and Continue

If you choose not to divide your period of performance, provide your desired start and end dates.

Indicate the prefix of your award's Federal Award Identification Number (FAIN):

NEH funds a variety of individual award programs. Each of these programs is subject to different rules and guidelines. Refer to your award's Federal Award Identification Number (FAIN) in eGMS Reach to ensure you are selecting the correct prefix. Your FAIN can also be found on your NEH offer letter, where it is referred to as the "Application Number."

Selecting the incorrect prefix may result in a delay in processing your award.

HB: EH Awards for Faculty at HB...

Do you wish to divide your project into multiple periods of activity? Please keep in mind that only HB and FZ awards permit part-time participation or divided periods of performance. Ensure that the total duration of these periods is equivalent to the full duration of your project.

A couple of examples:

A 12 month award may be divided into 4 months of full time participation, 3 months of inactivity, and another 8 months of full time participation for an equivalent of 12 months full time activity over a total of 15 months.

A 10 month award may be divided into 6 months of full time participation, followed by 2 months of half time participation, and finally ending with 3 months of full time participation for an equivalent of 10 months of full time activity over 11 months.

No

Uninterrupted, Full Time Period of Performance Start Date

Uninterrupted, Full Time Period of Performance End Date

Close Previous Save Save and Continue

Your form was last saved on 11/24/2020 at 4:35 PM.

7. On the Payment Information tab, indicate whether you require a larger first payment.

Instructions:

Do you need a larger first payment?

Before you can be paid, you must submit your banking information on the **ACH form** that you will also find in the Forms and Reports tab.

Select a value

Yes
No

Close Previous Save Submit

Your form was last saved on 11/24/2020 at 3:32 PM.

If you select "Yes," provide a brief explanation of the need for a larger first payment. After completing the Payment Information tab, click "Save" to save your responses and edit them at another time, or click "Submit" to submit your NEH Individual Programs Acceptance Form.

Before you can be paid, you must submit your banking information on the **ACH form** that you will also find in the Forms and Reports tab. You will find more information on completing this form [here](#).