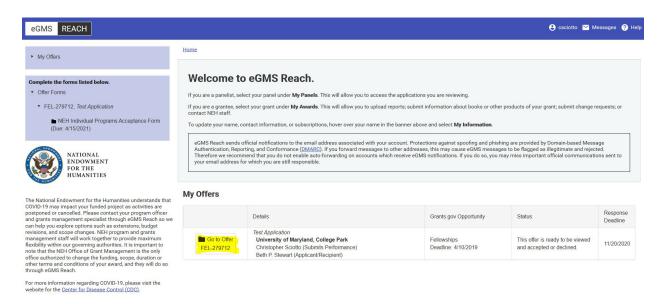
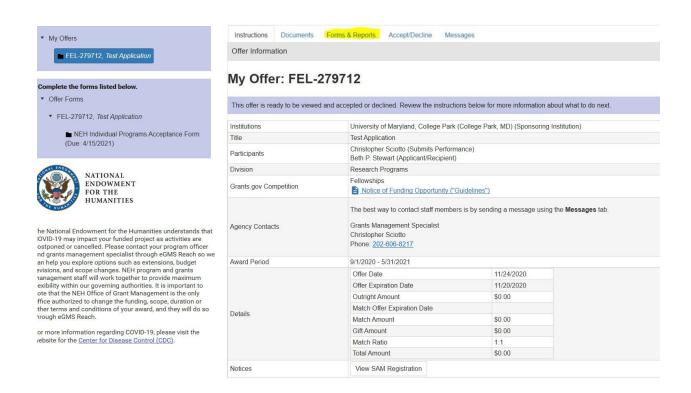
## **Completing the NEH Individual Programs Acceptance Form**

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



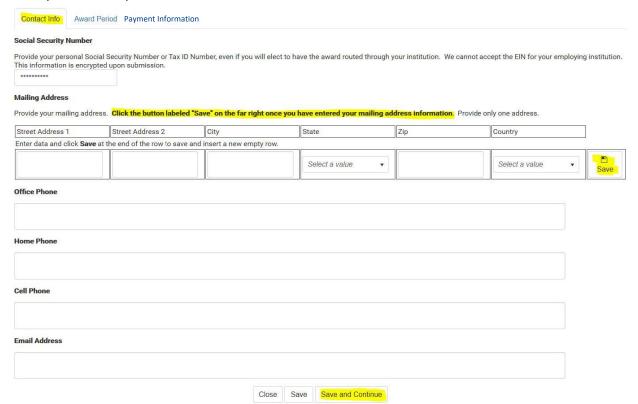
2. Once you are viewing "My Offer," click on the Forms & Reports tab at the top of the page.



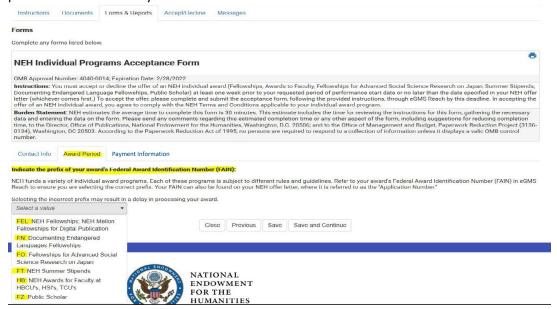
3. Click on the "Select Action" drop menu and select "Edit Form." You will see the form's name and due date listed to the right. You must submit your acceptance form by the date shown here and in your offer letter OR at least 1 week prior to your desired start date, whichever occurs first.



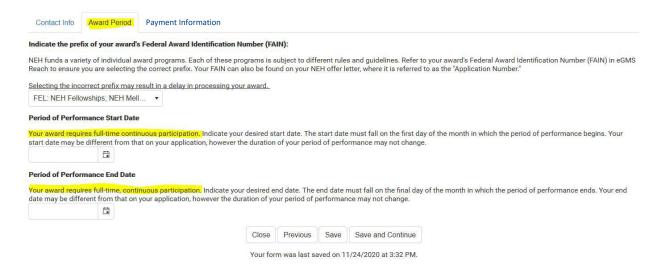
4. Complete the first tab, "Contact Info." Your Social Security Number will be encrypted. Enter N/A for any unused telephone number fields. Click "Save and Continue."



5. 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.

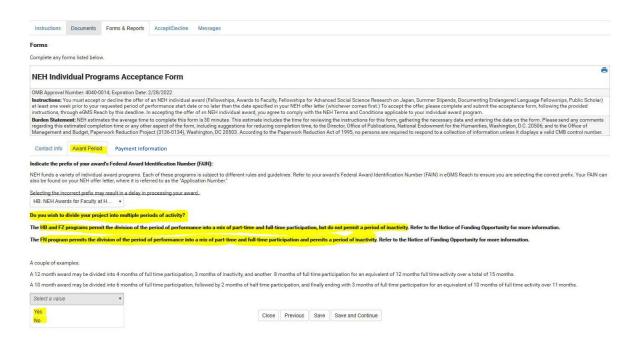


6. Indicate your desired period of performance. If you select the prefix FEL, FO, or FT, you must have a **full-time**, **continuous** period of performance. Provide your desired start and end dates.

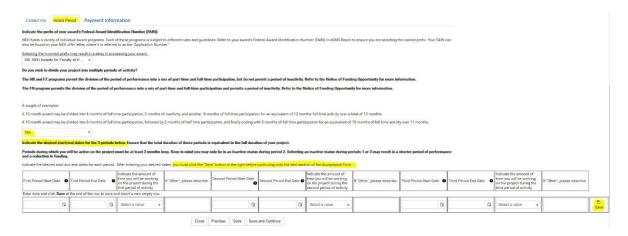


If you received an offer with the prefix HB or FZ, you may divide your period of performance into periods of full or part-time participation. These programs do not permit a period of inactivity. Review the Notice of Funding Opportunity for more information.

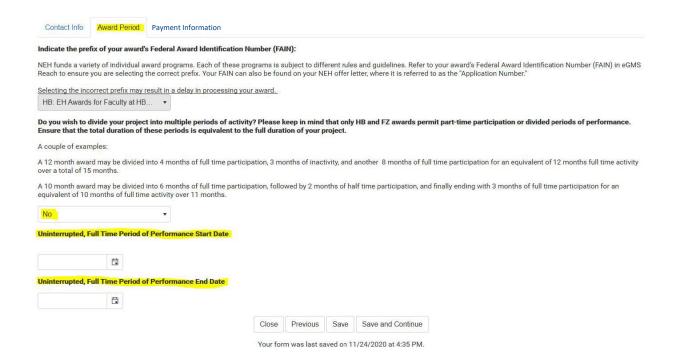
The FN program permits a period of inactivity. If you received an offer with the prefix FN, you may divide your period of performance into multiple periods of participation. Review the Notice of Funding Opportunity for more information.



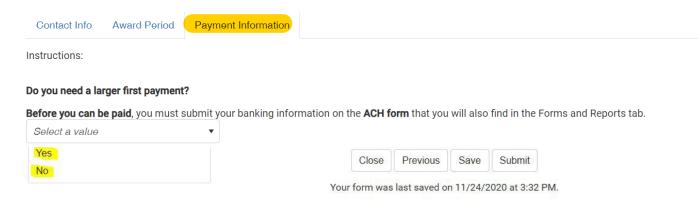
If you choose to divide your period of performance, follow the instructions to provide the desired dates and level of effort for each period.



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



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



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.