

NEH Individual Programs Acceptance Form (Word Doc Template w/ Annotations)

This form is completed using an Agency Defined Form within eGMS REACH. The form is broken into 3 tabs and includes instructions and a burden statement at the top of the form.

Contents of form are shown in bordered text boxes. Annotating text that appears outside of border does not appear in the form.

Instructions & Burden Statement

NEH Individual Programs Acceptance Form

OMB Approval Number: [REDACTED] Expiration Date: [REDACTED]

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.

Tab 1 of 3: Contact Info

Contact information tab requests SSN, mailing address, phone contact information, and email address. SSN is used to verify that individual applicant is eligible to receive federal funding. SSN information is encrypted in eGMS record and the completed PDF version of the form. Permissions for NEH staff to view SSNs within eGMS is controlled by NEH's Office of Information Resource Management.

Contact Info

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 |
| 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 |

Office Phone

Home Phone

Cell Phone

Email Address

Tab 2 of 3: Award Period

Award period tab uses conditional visibility to allow the form to be used for all NEH's individual award programs. Period of performance requirements vary by program. Visible questions vary based on r earlier responses within this tab. Each instance of this tab is shown within the text boxes below.

Options for response are:

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

Selecting the following values results in the form prompting a full-time continuous period of performance as shown below. :

- FEL: NEH Fellowships; NEH Mellon Fellowships for Digital Publication
- FO: Fellowships for Advanced Social Science Research on Japan
- FT: Summer Stipends

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.
(FEL/FO/FT)

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.

In this example, the respondent would then move onto tab 3 of 3: ACH Vendor Options.

Tab 2 of 3: Award Period (Continued)

Alternatively, selecting the following values results in the form prompting the respondent to select split or continuous active participation during the period of performance.

- HB: NEH Awards for Faculty at HBCU's, HIS's, TCU's
- FN: Documenting Endangered Languages Fellowships
- FZ: Public Scholar

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/FN/FZ

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 a period of inactivity but requires full-time participation during active periods. 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 |

Tab 2 of 3: Award Period (Continued)

If the respondent selects **No**, the form prompts an uninterrupted period of performance.

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/FN/FZ)

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 a period of inactivity but requires full-time participation during active periods. 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.

(No)

Uninterrupted, Full Time Period of Performance Start Date

Uninterrupted, Full Time Period of Performance End Date

In this example, the respondent would then move onto tab 3 of 3: ACH Vendor Options.

Tab 2 of 3: Award Period (Continued)

If the respondent selects **Yes**, the form prompts the responded to provide the dates of activity/inactivity and to specify their desired level of full-time effort.

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/FN/FZ)

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 a period of inactivity but requires full-time participation during active periods. 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.

(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 - | |

Enter data and click Save at the end of the row to save and insert a new empty row.

In this example, the respondent would then move onto tab 3 of 3: ACH Vendor Options.

Tab 3 of 3: ACH Vendor Options

Instructions:

How would you like the direct deposit stipend paid? Choose only one option.

Note: You will be required to provide ACH details for the desired deposit account directly to NEH's accounting office at a later time.

Select a value ▾

- Into your bank account through Automated Clearing House (ACH).
- Into the account of your employing institution through Automated Clearing House (ACH)

Do you need a larger first payment?

Select a value ▾

- Yes
- No

If the respondent selects No, no further questions follow. The respondent will save and submit the form.

Tab 3 of 3: ACH Vendor Options (Continued)

If the respondent selects “Yes”, the form prompts the respondent to provide more information.

Instructions:

How would you like the direct deposit stipend paid? Choose only one option.

Note: You will be required to provide ACH details for the desired deposit account directly to NEH's accounting office at a later time.

Select a value ▾

- Into your bank account through Automated Clearing House (ACH).
- Into the account of your employing institution through Automated Clearing House (ACH)

Do you need a larger first payment?
(Yes)

Provide details about the reason for requesting a larger first payment.

No further questions follow. The respondent will save and submit the form.