

# NEH Individual Programs Acceptance Form



OMB Approval Number: 3136-0134; Expiration Date: 10/31/2024

**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.

The Office of Management and Budget requires federal agencies to supply information on the time needed to complete forms and also to invite comments on the paperwork burden. NEH estimates that on average it takes thirty minutes to complete an application. This estimate includes time for reviewing instructions, researching, gathering, and maintaining the information needed, and completing and reviewing the application. Time needed may vary from program to program. You may send any comments regarding the estimated completion time or any other aspect of this application, including suggestions for reducing the completion time, to the NEH Office of Grant Management (grantmanagement@neh.gov). 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 number. The OMB Control Number for this form is 3136-0134, expiration date October 31, 2024.

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.

\*\*\*\*\* ⓘ Required

## 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.

|  |  |  |      |  |      |      |
|--|--|--|------|--|------|------|
|  |  |  | None |  | None | Save |
|--|--|--|------|--|------|------|

## Office Phone

## Home Phone

## Cell Phone

https://egms.neh.gov/Admin/WebAdmin/Forms/FormPreview.aspx?FormID=160

1/2

## Email Address

Close   Previous   Saving disabled in preview mode   Save and Continue

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### 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 ▼

- Close
- Previous
- Saving disabled in preview mode
- Save and Continue

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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 ▼

Close Previous Saving disabled in preview mode Submit

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