

Instructions for Submitting the Final Performance Reports for Public Scholars

Recipients of NEH Public Scholar Awards are required to submit a final performance report on activities accomplished with their NEH award. **This report must be submitted electronically via "eGMS," the NEH's online electronic grant management system located at <https://securegrants.neh.gov/eGMS>** [1].

When accessing eGMS for the first time, enter your eGMS username, which appears in parentheses next to your name in the "Award Recipient" box of the *Official Notice of Action* that was included with your award letter. Then click the "reset password" button. An e-mail message will be sent to you with a link to create a new password. A user guide containing additional instructions is available at the above eGMS site.

Once you have logged into your account, click the "Submit" button next to the listing for the Final Performance Report. A page will appear that contains the list of questions you should answer in your report. These questions are also listed below.

The final report is due within 90 days after the conclusion of your term. A final financial report is not required.

If you have questions, the Office of Grant Management can be reached at egms-ogm@neh.gov [2], grantmanagement@neh.gov [3], or by phone at (202) 606-8494.

Please answer the following questions in your performance report:

1. *What was accomplished under these goals?*

For this reporting period describe: 1) major activities; 2) specific objectives; 3) significant results or key outcomes, including major findings, developments, or conclusions (both positive and negative); and/or 4) other achievements. Include a discussion of stated goals not met. As the project progresses to completion, the emphasis in reporting in this section should shift from reporting activities to reporting accomplishments.

Please also 1) explain what difference the grant has made to your project. For example, has it enabled significant additional research or writing, led to more ambitious dissemination plans, or otherwise improved the project's quality or reach? 2) indicate using rough percentages how much of the grant term you spent at your own institution or at home; at other locations in the U.S.; and at other locations abroad. Specify these other locations; 3) indicate what, if any, work remains in order to bring your project to completion and the schedule on which you expect to complete that work.

2. *How were the results disseminated to communities of interest?*

If there is nothing significant to report during this reporting period, state "Nothing to Report."

Describe how the results were disseminated to communities of interest. Include any outreach activities that were undertaken to reach members of communities who are not usually aware of these project activities for the purpose of enhancing public understanding and increasing interest in learning and careers in the humanities.

Also provide an update on your current publication and marketing plans, including a) whether you have a contract for publication and the publisher's name; b) the anticipated date of publication, expected print run, and format(s); and c) any plans for a book tour, media appearances, interviews, and/or other public presentations.

3. *What other organizations were involved as partners?*

If there is nothing significant to report during this reporting period, state "Nothing to Report."

Describe partner organizations -- academic institutions, other nonprofits, industrial or commercial firms, state or local governments, schools or school systems, or other organizations (foreign or domestic) -- that were involved with the project. Partner organizations may have provided financial or in-kind support, supplied facilities or equipment, collaborated in the research, exchanged personnel, or otherwise contributed.

Provide the following information for each partnership:

Organization Name

Location of Organization: (if foreign location list country)

Partner's contribution to the project (identify one or more):

- Financial support;
- In-kind support (e.g., partner made software, computers, equipment, etc., available to project staff);
- Facilities (e.g., project staff used the partner's facilities for project activities);
- Collaboration (e.g., partner's staff worked with project staff on the project);
- Personnel exchanges (e.g., project staff and/or partner's staff used each other's facilities, worked at each other's site); and
- Other.

More detail on partner and contribution (foreign or domestic).

Your answer should address the following questions: 1) Have you had an advance from a publisher for your NEH-supported book? If so, what was the amount? Without NEH support, would that advance have allowed you to carry out the research necessary for your book? Why or why not? 2) If the project supported by your NEH award requires more work, do you expect to have sufficient support to complete it? From what sources? 3) What assistance, if any, will you receive for continued work from your employer or from other sources (including release time or research assistance)? 4) For the NEH grant term you have just completed, did your employer or another grant-making entity provide additional support for work on your NEH-sponsored project? If so, please indicate amounts and, if applicable, any specific purposes for which this money was earmarked (e.g., travel, supplies, research assistance); 5) What is the sabbatical or similar leave policy at your place of employment (if any)?

4. What was the impact on the development of the principal discipline(s) of the project?

If there is nothing significant to report during this reporting period, state "Nothing to Report."

Describe how findings, results, techniques that were developed or extended, or other products from the project made an impact or are likely to make an impact on the base of knowledge, theory, and research in the principal disciplinary field(s) of the project. Summarize using language that a lay audience can understand.

How the field or discipline is defined is not as important as covering the impact the work has had on knowledge and technique. Make the best distinction possible, for example, by using a field or discipline, if appropriate, that corresponds with a single academic department.

5. What was the impact on other disciplines?

If there is nothing significant to report during this reporting period, state "Nothing to Report."

Describe how the findings, results, techniques that were developed or improved, or other products from the project made an impact or are likely to make an impact on other disciplines.

6. What was the impact on the development of human resources?

If there is nothing significant to report during this reporting period, state "Nothing to Report."

Describe how the project made an impact or is likely to make an impact on human resource development in the humanities. For example, how has the project

- provided opportunities for research and teaching in the relevant fields;
- improved the performance, skills, or attitudes of members of underrepresented groups that will improve their access to or retention in research, teaching, or other related professions;
- provided fellowships or assistanceships; or
- provided exposure to the humanities for practitioners, teachers, young people, or other members of the public?

More specifically: 1) Has your NEH-supported work furthered your scholarly career or your career as an independent writer? If so, how? 2) If you teach, does your NEH-supported work have implications for your teaching? How? If it will contribute to new or revised courses, please provide their titles.

7. What was the impact on society beyond specialists in the humanities?

If there is nothing significant to report during this reporting period, state "Nothing to Report."

Describe how results from the project made an impact, or are likely to make an impact, beyond the bounds of the academic world and specialists in the humanities on areas such as:

- improving public knowledge, skills, and abilities;
- changing practices; or
- improving social, economic, or civic conditions.

8. Changes in approach and reasons for change

Describe any changes in approach during the reporting period and reasons for these changes. Remember that significant changes in objectives and scope require prior approval of the agency.

Actual or anticipated problems or delays and actions or plans to resolve them

Describe problems or delays encountered during the reporting period and actions or plans to resolve them.

Changes that had a significant impact on expenditures

Describe changes during the reporting period that may have a significant impact on expenditures, for example, delays in hiring staff or favorable developments that enable meeting objectives at less cost than anticipated.

Change of primary performance site location from that originally proposed

Identify any change to the primary performance site location identified in the proposal, as originally submitted.

9. Respond to any special reporting requirements specified in the award terms and conditions, as well as any award-specific reporting requirements

Project Directors are reminded that the award terms and conditions require an acknowledgment of federal funding agency support for any product (including World Wide Web pages) based on or developed under this award. Indicate whether the product included an acknowledgement of support, and describe how NEH support was or is acknowledged.

Project directors are encouraged to use the NEH grants management system (eGMS) to enter information about the products, prizes, and media coverage associated with their projects on an ongoing basis. Once entered, this information is discoverable by standard internet search tools. Keeping the information current after the conclusion of your grant will help you publicize your work, help NEH document the results of its grants, and allow the public to see the benefits of NEH grant-making. Complete instructions for using this feature of eGMS appear on pages 14-19 of the Grantee User Guide available under the "Help" tab in eGMS.

10. What were the major goals of the project?

List the major goals of the project as stated in the approved application or as approved by the agency, including the technological objectives of this effort. Describe the proposed technical approach to obtain those goals. If the application listed milestones/target dates for important activities or phases of the project, identify these dates and show actual completion dates or the percentage of completion. Generally, the goals will not change from one reporting period to the next and are unlikely to change during the final reporting period. However, if NEH approved changes to the goals during the reporting period, list the revised goals and objectives. Also explain any significant changes in approach or methods from the agency-approved application or plan.