

Restarting Your Project: Planning Tips and Best Practices

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Purpose

If you are considering reinstating your NEH award, it is important to take time to evaluate your organization's readiness to resume project activities. In the time since NEH terminated your award, your organization's staffing and priorities, along with the project's budget, timeline, and resources may have changed.

This document provides considerations and tips to help you assess your capacity to complete the project. Advanced preparation will help NEH review your reinstatement and support you in completing your project.

Before Submitting the Reinstatement Assurances Form

- Confirm you have access to your eGMS Reach account ([Accessing NEH eGMS Reach](#)).
- Confirm the award participants with access to eGMS Reach are still involved in the project and have the same roles.
- Make sure your **System for Award Management (SAM) registration is active**. NEH cannot reinstate your award if your SAM record is expired or inactive.
- Review your original award terms and conditions and the approved scope of the project.
- Be aware that **additional funding is not available** in connection with reinstatement. NEH will only reinstate the remaining balance from the original NEH award.
- Review and follow the [Reinstatement Assurances Form instructions](#).
- Review the [Reinstatements of Terminated Awards Frequently Asked Questions](#).
- Prepare descriptions and justifications for **staffing updates, scope changes, budget revisions**, and your ability to complete the project within a **revised period of performance**.
- Gather records of allowable costs you incurred while the grant was active and any allowable costs you incurred during the termination period, if applicable. Ensure all your costs and expenditures are appropriately documented. You may reinstate your award for the purpose of requesting **reimbursement for allowable costs** that were incurred during the termination period.

Staffing Considerations

- Confirm that your **Institutional Grant Administrator (IGA)**, **Project Director (PD)**, and other key personnel are still available to work on the project.
- If you need staffing changes, outline your plan. You only need to inform NEH of changes to key personnel listed in the terms and conditions of award.
- If your project depends on **contractors or consultants**, verify that they are available or identify suitable replacements, along with the timeframe you will need to engage them.

Project Budget

- Review your **original project objectives** and assess whether you can still achieve them within the revised period of performance.
- Review your **remaining award funds** to determine if they are sufficient for you to complete the project. You may review your remaining balance of funds under the “Payment Tracking” tab in eGMS Reach.
- Include any proposed budget changes, along with a description of the changes, in your Reinstatement Assurances Form.
- You must submit budget revisions that result in cumulative changes greater than 25% of the total approved award in the RAF for NEH review and approval.
- NEH will honor the **indirect cost rate** that was in effect at the time your award was originally made.

Project Scope, Workplan, and Timeline

- Evaluate your original workplan, objectives, and project activities to determine whether you can reasonably resume and complete the project within the revised period of performance.
- You are not required to submit a revised workplan or timeline; however, you must include any changes to the project scope in your RAF. NEH may request additional details during the review.
- NEH will automatically extend your award period of performance as part of the reinstatement process. You do not need to request an extension.

Post-Reinstatement

- Review your revised Notice of Action (NoA), terms and conditions, reporting schedule, and payment schedule (if applicable).
- Confirm the award participants listed in eGMS Reach are up to date.
- Confirm your banking information is accurate and matches the information provided to SAM before requesting your first payment.
- If an individual other than the IGA is requesting payments, confirm your payment requestor in eGMS ([Payment Request Delegation](#)).
- Follow instructions on how to [submit a payment request](#) (PDF).