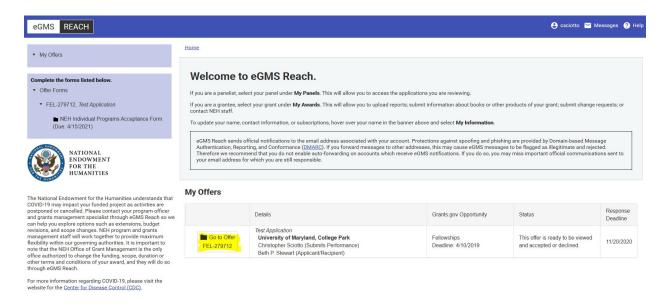
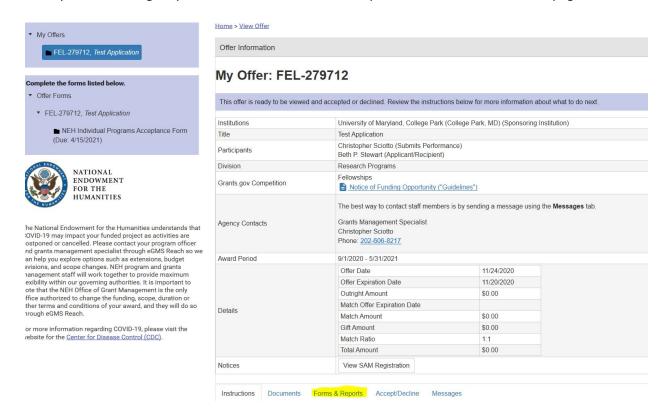
Completing the Agency Defined Form: NEH Individual Acceptance Form

1. From the eGMS Reach Home Page, navigate to your NEH offer.



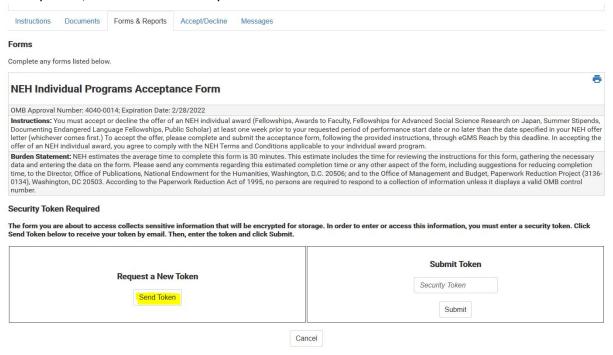
2. Once you are viewing "My Offer", click on the Forms & Reports tab at the bottom of the page.



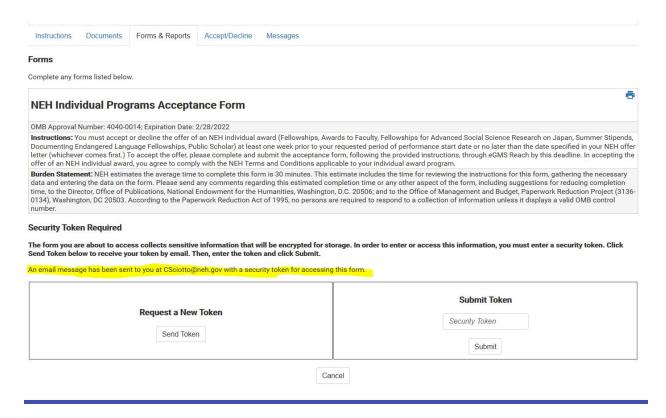
3. Click on the "Select Action" drop menu and select "Edit Form". You will see the form's name and due date listed to the right. Keep in mind you must submit your acceptance form by the date shown here and in your offer letter OR at least 1 week prior to your desired start date, whichever occurs first.



4. In order to protect your personal information, this form requires you to request and provide a security token, which is delivered to your email address. Click "Send Token".



A message will appear on the same screen notifying you that the token has been sent.



5. You will receive an email with your 4-digit security token.



Dear Christopher,

To securely submit sensitive data to NEH using Reach, enter the following token when prompted:

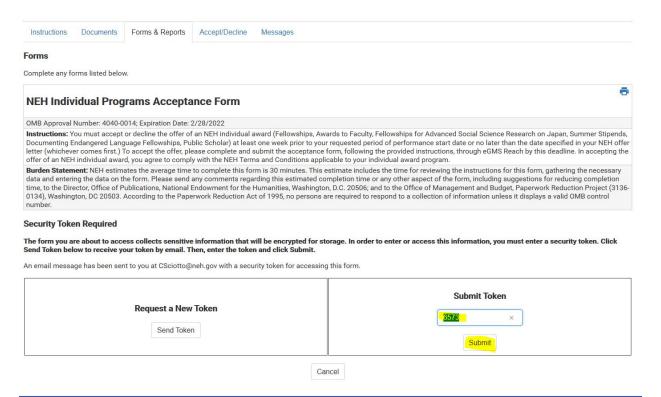
6573.

This code is valid for 2 hours from the time it is generated. You will be prompted to enter a new security code after this one has expired.

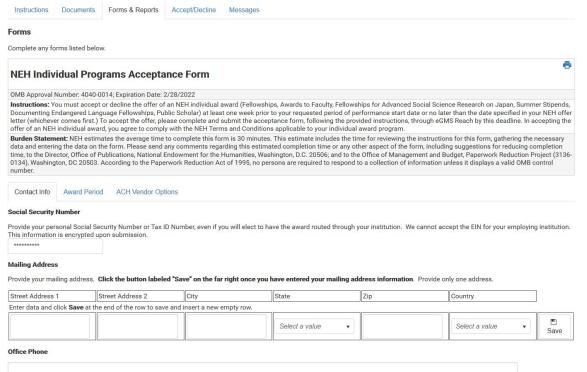
Sincerely,

eGMS Reach at National Endowment for the Humanities

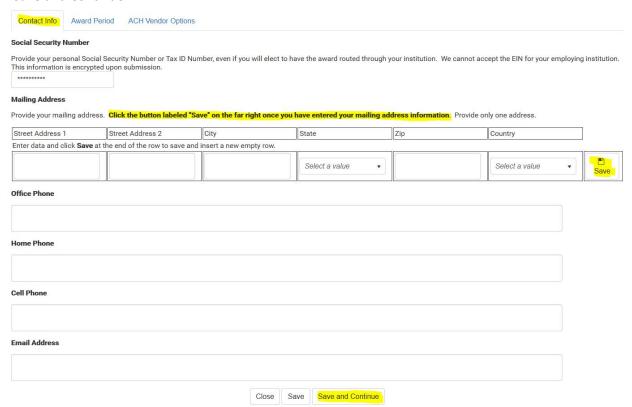
6. Enter your 4-digit token and click "Submit".



Upon submission of your token, the NEH Individual Acceptance Form will become visible and you will be able to provide responses.



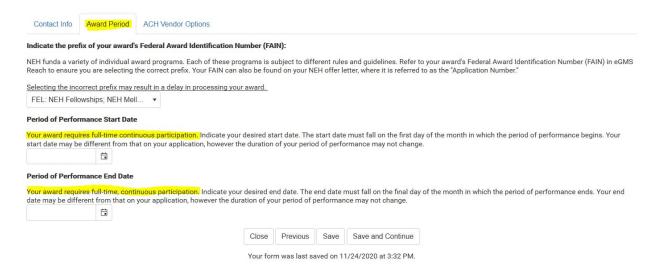
7. Complete the first tab "Contact Info". Enter N/A for any unused telephone number fields. Click "Save and Continue".



8. 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.

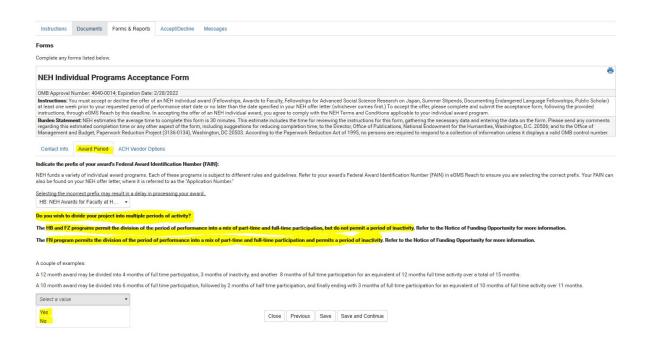


9. Indicate your desired period of performance. If you select the prefix FEL, FO, or FT, you must have a **full-time**, **continuous** period of performance. Provide your desired start and end dates.

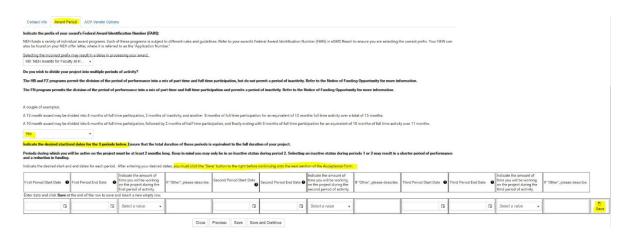


If you received an offer with the prefix HB or FZ, you may divide your period of performance into periods of full or part time participation. These programs do not permit a period of inactivity. Review the Notice of Funding Opportunity for more information.

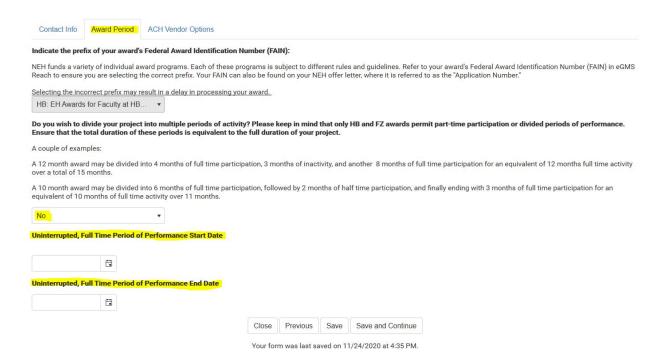
If you received an offer with the prefix FN, you may divide your period of performance into periods of full time or part time participation. The FN program also permits a period of inactivity. Review the Notice of Funding Opportunity for more information.



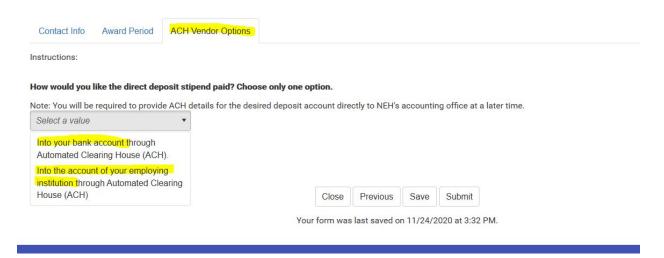
If you choose to divide your period of performance, follow the instructions to provide the desired dates and level of effort for each period.



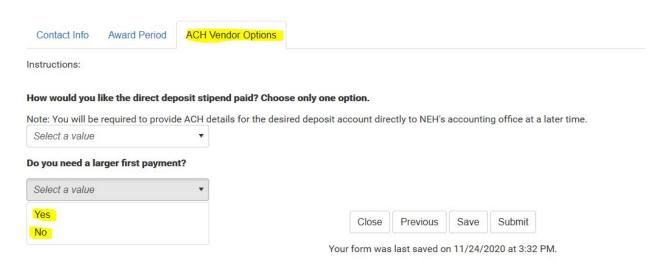
If you choose not to divide your period of performance, provide your desired start and end dates.



10. On the ACH Vendor Options tab, indicate the account into which payment should be deposited. You will be required to provide ACH details for the desired deposit account directly to NEH's accounting office at a later time.



11. 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 ACH Vendor Options tab, click "Save" to save your responses and edit them at another time, or click "Submit" to submit your NEH Individual Program Acceptance Form

