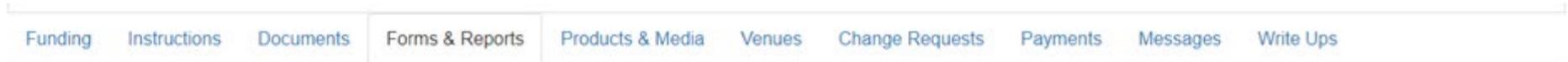


Grantee Instructions for Payment Request Delegation

Only Institutional Grant Administrators (IGAs) are permitted to submit Payment Request Delegations within eGMS Reach to allow someone else to submit Payment Request on their behalf.

The steps for the IGA to submit a Payment Request are:

Click on the “Forms & Reports” tab of the Award View, select, and then add the “Payment Request Delegation” report from the “Additional Unscheduled Reports” dropdown list.



Reporting Requirements

To submit a report, click on the pen next to the report's name. If the pen is not visible, the report has been received and the status has been updated by agency staff, or you do not have permission to submit the report.

Additional Unscheduled Reports

Select a Report to Submit

Payment Request Delegation

Actions	Report Type	Special Instructions	Due Date ▲	Extension	Submission Date	Submission Comments	Feedback	Status
	Final Financial		5/31/2024					Not Submitted
	Final Performance Progress Report		5/31/2024					Not Submitted

Complete and submit the Payment Request Delegate form.

Payment Request Delegation

Enter the contact information for the Payment Delegation Request. Please contact Accounting@neh.gov if you have any questions.

Payment Request Delegation

1. Authorization Statement

By submitting this request, I certify the information, statements, and representations provided by me on this form are true and accurate to the best of my knowledge. I understand that a willfully false certification is a criminal offense and is punishable by law (18 U.S.C. 1001).

In accordance with the authority vested in me as the Institutional Grant Administrator, I delegate the following individual (whose name, contact information and title appear below) the authority to request payment or reimbursement effective on:

Required

8/23/2022 

2. Authorized Payment Delegate

Full Legal Name

First Name

Required

Jane

Middle Name

Optional

Last Name

Required

Smith

Phone Number

Required

202-555-1212

Email

Required

jsmith@sample.edu

Title

Required

Financial Specialist

Close

Save

Submit

After submitting the form, it will show in the Reports table where it can be opened as a PDF, if needed for your records.

Reporting Requirements

To submit a report, click on the pen next to the report's name. If the pen is not visible, the report has been received and the status has been updated by agency staff, or you do not have permission to submit the report.

Additional Unscheduled Reports

Select a Report to Submit ▼

Add

Actions	Report Type	Special Instructions	Due Date ▲	Extension	Submission Date	Submission Comments	Feedback	Status
	Payment Request Delegation		8/22/2022		8/22/2022	Submitted via agency defined form		Submitted
	Final Financial		5/31/2024					Not Submitted
	Final Performance Progress Report		5/31/2024					Not Submitted

Once the Payment Request Delegation is accepted by the NEH, the request status is changed to Accepted and the form is no longer available for editing.

Reporting Requirements

To submit a report, click on the pen next to the report's name. If the pen is not visible, the report has been received and the status has been updated by agency staff, or you do not have permission to submit the report.

Additional Unscheduled Reports

Select a Report to Submit

Add

Actions	Report Type	Special Instructions	Due Date	Extension	Submission Date	Submission Comments	Feedback	Status
	Payment Request Delegation		8/23/2022		8/23/2022	Submitted via agency defined form		Accepted
	Final Financial		5/31/2024					Not Submitted
	Final Performance Progress Report		5/31/2024					Not Submitted