

## NEH - NSF Documenting Endangered Languages Acceptance Form

You must accept or decline the offer of a 2020 - 2021 NEH - NSF Documenting Endangered Languages Fellowships award **no later than April 30, 2020**. To accept the offer, please complete items 1 - 7 of this form, save as PDF, and submit the acceptance form through eGMS Reach by this deadline. (See the instructions on page 2.) In accepting the offer of a fellowship, you agree to comply with the [NEH-NSF Documenting Endangered Languages Fellowships Terms and Conditions](#).

1. Application number
2. Name
3. Social security number
4. Mailing address

Home phone

Office phone

Email

### 5. Fellowship Period of Performance

Note: The period of performance may be for six to twelve months. You must work full-time on the project. Time devoted may be divided into no more than two separate periods of no less than three months each.

#### a. Continuous Term

From (month/year)

Through (month/year)

#### b. Divided Term

Active From (month/year)

Through (month/year)

*Inactive* From (month/year)

Through (month/year)

Active From (month/year)

Through (month/year)

### 6. How would you like the stipend paid? Choose only one option.

Direct deposit payments into your bank account through Automated Clearing House (ACH).

Direct deposit payments into the account of your employing institution through ACH.

### 7. Do you need a *larger* first payment?      Yes                      No

Additional amount requested

Reason for a larger first payment

**IMPORTANT:** The acceptance form does NOT request banking information for direct deposit of your award payments. Once NEH receives your completed and signed acceptance form, you will be sent a Notice of Action - Award through eGMS Reach that includes instructions for submitting your banking information to NEH.

# Instructions for Completing the NEH - NSF Documenting Endangered Languages Fellowships Acceptance Form



The acceptance form is used to accept a NEH - NSF Documenting Endangered Languages Fellowship offer and to indicate the exact dates of your period of performance. Retain a copy of the completed form for your records, and notify NEH through the eGMS Reach "Change Request" tab should you want to request modifications to the approved arrangements. The acceptance form must include the following information:

1. **Application Number:** Your application number, a combination of a two-letter prefix (FN) plus six digits, can be found on your offer letter.
2. **Name**
3. **Social Security Number**
4. **Mailing Address, Home and Office Phone Numbers, and E-Mail Address**
5. **Period of Performance:** Your period of performance may be for six to twelve months. You must work full-time on the project. Time devoted may be divided into no more than two separate periods of no less than three months each. Indicate the **month** and **year** in which you will **begin** and the **month** and **year** in which you will **end** your period of performance. *(Please note that your term will begin on the first day of your chosen first month and end on the last day of your chosen final month.)*
6. **How would you like the stipend paid?** All payments are made electronically by the U.S. Treasury Department and can be deposited either in your bank account or in your employing institution's bank through Automated Clearing House or ACH. (Note that payments cannot be sent to foreign addresses or deposited in non-U.S. banks.) Please indicate on the acceptance form the payment option you prefer. Please choose only one.

DEL fellowships are paid in installments and prorated according to the term length. Typically, the first payment is made at the beginning of the term period and subsequent payments are made every third month through the fellowship term. The payment schedule and amounts for your particular award will be provided with the letter officially making the award.

Benefit Coverage: Some institutions are willing to continue paying healthcare and other benefits if grant payments are made through them. Please consult with your institution about this option.

Unspent Award Funds: If payment is made through your institution, institutions are authorized to return any unspent award funds to the fellowship recipient at the end of the award period to cover additional costs not administered through the institution..

7. **Do you need a larger first payment?** If you have particularly high initial expenses, you may receive a larger first payment to cover them.

Paperwork Burden: NEH estimates the average time to complete this form is one hour per response. This estimate includes the time for reviewing the instructions for this form, gathering the necessary data, and entering the data on the form. Please send any comments regarding this estimated completion time or any other aspect of the form, including suggestions for reducing completion time, to the Chief Guidelines Officer, at [Guidelines@neh.gov](mailto:Guidelines@neh.gov), Office of Publications and Public Affairs, National Endowment for the Humanities, Washington, DC 20506; and to the Office of Management and Budget, Paperwork Reduction Project (3136-0134), Washington, DC 20503. 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 control number.