

## NEH Awards for Faculty Acceptance Form

You must accept or decline the offer of a 2020 - 2021 NEH Award for Faculty at least one week prior to your requested period of performance start date or no later than April 15, 2020 (whichever comes first.) To accept the offer, please complete items 1-8 of this form, save as PDF, and submit the acceptance form through eGMS Reach by this deadline. (See the instructions beginning on page 3.) In accepting the offer of a fellowship, you agree to comply with the [NEH Awards for Faculty Terms and Conditions](#).

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

Home phone

Office phone

Email

5. Award for Faculty Term (Note: Your period of performance automatically begins on the first day of your initial month and ends on the last day of your final month.) *Indicate the amount of time you will be working on your NEH project for each block of time.*

From (month/year)	through (month/year)	full-time	half-time	other
From (month/year)	through (month/year)	full-time	half-time	other
From (month/year)	through (month/year)	full-time	half-time	other
From (month/year)	through (month/year)	full-time	half-time	other
From (month/year)	through (month/year)	full-time	half-time	other
From (month/year)	through (month/year)	full-time	half-time	other
From (month/year)	through (month/year)	full-time	half-time	other

Number of full-time equivalent months covered

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 Automated Clearing House (ACH.)

7. Do you need a *larger* first payment?

No

Yes

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 Acceptance Form



The acceptance form is used to accept an NEH Awards for Faculty offer and to indicate the exact dates of your Award for Faculty term (formally known as the period of performance.) You should retain a copy of the completed form for your records and notify the Awards for Faculty Program through the eGMS Reach Change Request tab whenever you want to request modifications to the arrangements approved by NEH. The acceptance form must include the following information:

1. **Application Number:** Your application number, a combination of a two-letter prefix (HB) 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. **Award for Faculty Term:** Your Award for Faculty term (formally known as your period of performance) must be continuous, that is, no breaks from work on the project are allowable for the duration of your award term. Awards may be held full time, part time, or a combination of the two. Part-time study is defined as any amount of release time between half time and full time. **In any case, you must complete your award term within two years of the start date you choose.**

The acceptance form includes a worksheet for plotting your period of performance. Be sure to account for the entire term you have selected. Periods should be listed chronologically. This information will be used to establish a payment schedule for your entire term, so accuracy is important.

Indicate the **month** and **year** in which you will **begin** your Award for Faculty period of performance and the **month** and **year** in which you will **end**. Please note that *your Award for Faculty term must begin on the first day of your chosen first month and end on the last day of your chosen final month*. Be certain of the dates you enter on the acceptance form so that no changes will be required later.

You may start your period of performance any month during the 20-month window from February 1, 2020 through September 1, 2021. While the dates you provide on the acceptance form may differ from the dates you originally requested in your application, you may *not* increase the number of full-time-equivalent months beyond your original request. You may, however, decrease them, with a corresponding reduction in the amount of the award.

**Example:** You could combine half- and full-time work to design an Award for Faculty term for the equivalent of 12 full-time months over the course of 20 months from February 2020 to September 2021 as follows:

–February 2020 through July 2020, teaching half time. Total time on your NEH project: 6 months @ .5 commitment = **3 months full-time equivalent**

–July 2020 through August 2020, no teaching. Total time on your NEH project: 2 months @ 1.00 commitment = **2 months full-time.**

–September 2020 through June 2021, teaching half time. Total time on your NEH project: 10 months @ .5 commitment = **5 months full-time equivalent.**

–July 2021 through August 2021, no teaching. Total time on your NEH project: 2 months @ 1.00 commitment = **2 months full-time.**

This term is equivalent to 12 full-time months.

**Award for Faculty Amount:** The final amount of the award is based on the following calculation: For each full month of your term, NEH provides \$5,000; part-time months are prorated based on your designated time commitment to the project during those months (e.g., half, three quarter, two thirds.)

**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.*

Awards for Faculty are paid in installments and prorated according to the length of the period of performance. Typically, the first payment is made at the beginning of the 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.

**BANK ACCOUNT INFORMATION:** *The acceptance form does NOT request banking information for direct deposit of your award payments. Once NEH receives your completed acceptance form, you will be sent an official Notice of Action – Award through eGMS Reach that includes a payment schedule. The Notice of Action - Award includes instructions for submitting your banking information to NEH.*

**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.