

NEH Fellowships Acceptance Form

(including NEH/Japan-U.S. Friendship Commission Fellowships)

You must accept or decline the offer of a 2020 - 2021 NEH fellowship 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, 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 Fellowships Terms and Conditions](#).

1. Application Number (FEL or FO prefix)

2. Name

3. Social Security Number

4. Mailing Address

Home Phone

Cell Phone

Office Phone

Email address

5. Fellowship Period (Note: Your fellowship period of performance automatically begins on the first day of your initial month and ends on the last day of your final month.)

From (Month/year)

Through (Month/year)

Number of 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 NEH Fellowships Acceptance Form

The acceptance form is used to accept an NEH fellowship offer and to indicate the exact dates of your fellowship term (formally known as the period of performance.) You should retain a copy of the completed form for your records and notify the Fellowships 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 multi-letter prefix (FEL or FO) 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:** please enter your current contact information. If the information in eGMS Reach is correct, you may indicate “no change.”
5. **Fellowship Term Dates:** Your fellowship term must cover an uninterrupted period of performance from 6 to 12 full months. You may start any month during the 20-month window from February 1, 2020 to September 1, 2021. Indicate the **month** and **year** in which you will **begin** your fellowship term and the **month** and **year** in which you will **end** your term. Please note that *your term must begin on the first day of your chosen first month and end on the last day of your chosen final month.*

While the term dates you provide on the acceptance form may differ from the dates you originally requested in your application, you may not increase the length of your term beyond your original request. You may decrease the length of your term, but doing so will result in a corresponding reduction in the amount of the award.

- **Fellowship Grant Amount:** The final amount of the stipend is based on the number of months of your term. For each full month of your term, NEH provides \$5,000. Thus, a fellowship for 12 months carries a stipend of \$60,000 (\$5,000 x 12 months.) Be certain of the term dates you enter on the acceptance form so that no changes will be required later.
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. Please indicate on the acceptance form the payment option you prefer. Please choose only one.

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 official Notice of Action - Award.

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

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 that includes a payment schedule through eGMS*

Reach. 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 request 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, 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.