

## NEH Summer Stipends Acceptance Form

You must accept or decline the offer of a 2020 NEH Summer Stipend award **no later than April 30, 2020**. To accept the offer, please complete items 1 - 6 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 Summer Stipends Terms and Conditions](#).

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

Home phone

Office phone

Email

### 5. Summer Stipend Period of Performance

Note: The period of performance must be for two continuous months of full-time commitment to research and writing.

From (month/day/year) through (month/day/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 Automated Clearing House (ACH).

**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 Summer Stipend Acceptance Form



The acceptance form is used to accept a NEH Summer Stipend award offer and to indicate the exact dates of your Summer Stipend 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 (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. **Summer Stipend Period of Performance:** Your Summer Stipend period of performance must cover an uninterrupted period of two consecutive months. Indicate the **month, day** and **year** in which you will **begin** and the **month, day** and **year** in which you will **end** your period of performance. (For example: 6/15/2020 through 8/14/2020.)
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.

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

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.