



FINANCIAL REPORTING INSTRUCTIONS FOR INDIVIDUALS

NOTICE

This information pertains only to grants awarded directly to individuals by the National Endowment for the Humanities (NEH). It does **NOT** apply to fellowships or stipends.

GENERAL INFORMATION

Individuals receiving grants from the National Endowment for the Humanities (NEH) are required to report project expenditures during the grant period and request grant funds on the PAYMENT REQUEST FORM FOR INDIVIDUALS. Within ninety days after the end of the grant period, a FINAL FINANCIAL STATUS REPORT FOR INDIVIDUALS must be submitted. A supply of these forms, suitable for reproduction, is included in the award package. The forms are also available on the NEH web site at <http://www.neh.gov/manage/index.html> or by contacting the NEH Office of Grant Management at the address shown below.

Submission of Payment Requests

Payments are *not* automatically sent to grantees, but instead must be requested by using the PAYMENT REQUEST FORM FOR INDIVIDUALS. You may request an advance to cover your cash needs for up to ninety days, unless such a request would exceed \$10,000, in which case the advance is limited to a thirty-day period.

Payment request forms may be submitted whenever grant funds are needed, subject to the limits stated above. To avoid mail delays, we recommend faxing your payment request form directly to the NEH Accounting Office at (202) 606-8343. However, requests may instead be mailed to the address shown on the form. If mail is used, please send the form no earlier than fifteen working days prior to the period covered by the request.

Payment will be made by electronic direct deposit into your bank account. Please complete and return to the NEH Accounting Office, Room 310, the "ACH Vendor/Miscellaneous Payment Enrollment Form" which either was enclosed with your award package or is available from the NEH web site.

Grantees Working Abroad

To avoid lengthy delays in receiving payment, grantees working abroad or in remote areas without ready access to mailing facilities should request that payment be directly deposited to a bank account in the United States, as explained in the preceding paragraph. In addition, if such individuals will experience problems submitting their payment requests to NEH, they should contact the NEH Accounting Office at (202) 606-8334 to make special arrangements.

Additional Information

Further information will be found on the PAYMENT REQUEST FORM FOR INDIVIDUALS and on the reverse side of the FINAL FINANCIAL STATUS REPORT FOR INDIVIDUALS form. You may also call or write the NEH Office of Grant Management, 1100 Pennsylvania Avenue, N.W., Room 311, Washington, DC 20506. Telephone: 202/606-8494. Fax: (202) 606-8633. E-mail requests may be sent to GrantManagement@neh.gov. Forms, instructions and other grant management material is available online at <http://www.neh.gov/manage/index.html>.