



Summer Stipends Program
Division of Research Programs, Room 318
1100 Pennsylvania Avenue, NW
Washington, DC 20506
(202) 606-8200
stipends@neh.gov

GENERAL INFORMATION ON NEH SUMMER STIPENDS AWARDS

The deadline for accepting a 2013 Summer Stipends award is April 26, 2013. To accept the award, please complete, sign, and return the acceptance form to the **NEH Summer Stipends Program** by either scanning and e-mailing it to stipends@neh.gov or faxing it to **(202) 606-8204** by this deadline. If you have questions, contact the Summer Stipends Program via the information in the letterhead.

Part One of this document describes the terms and conditions governing NEH Summer Stipends awards.

Part Two provides specific information on tenure, and stipend amount, as well as instructions for completing the acceptance form.

PART ONE: Terms and Conditions of Award

A. Time Commitment: Each Summer Stipends recipient is required to devote two consecutive months of full-time work to the project described in the recipient's application for a 2013 Summer Stipends award. Summer Stipends normally support work carried out during the summer months, but arrangements can be made for holding tenure at other times of the year. Recipients desiring an award tenure which falls outside the period from May 1, 2013, to September 30, 2013, should send an email to the Summer Stipends program at stipends@neh.gov or call the Summer Stipends staff at 202-606-8200.

Summer Stipends recipients may not accept a teaching assignment or undertake any other important activities during the tenure of the award. The recipient may neither enroll in a degree program during the stipend tenure nor later apply toward a degree work done under a Summer Stipends award.

B. Project Changes: Award recipients may make minor changes in the projects described in their applications without consulting the NEH. However, any significant change must be approved in advance. Recipients should describe and justify the changes to the NEH in writing so that it may be determined whether the new plans fall within the intent of the award.

C. Final Report: You must submit a final performance report on activities accomplished with your NEH award. This report must be submitted electronically via "eGMS," the NEH's online grant management system, at <https://securegrants.neh.gov/eGMS>. When accessing eGMS for the first time, enter your eGMS username, which appears in parentheses next to your name in the "Award Recipient" box of the Official Notice of Action that will be included with your award letter. Then click the "reset password" button. An e-mail message will be sent to you with a link to create a new password. A user guide containing additional instructions is available at the above eGMS site.

The final performance report is due within 90 days after the conclusion of your term. A final financial report is not required.

D. Prohibition on the Use of Funds for Lobbying Activities: The Byrd Anti-Lobbying Amendment, 31 U.S.C. 1352, prohibits recipients of federal contracts, awards, cooperative agreements, and loans from using appropriated funds to influence the Executive or Legislative Branches of the federal government in connection with a specific contract, award, cooperative agreement, loan, or any other award covered by §1352. 18 U.S.C. 1913 makes it a crime to use funds appropriated by Congress to influence members of Congress regarding congressional legislation or appropriations. Finally, the following are unallowable charges to award funds or cost sharing: certain electioneering activities, financial support for political parties, attempts to influence federal or state legislation either directly or through grass-roots lobbying, and some legislative liaison activities.

The NEH is required by the provisions of its appropriations act to include the text of 18 U.S.C. 1913 in all of its award, cooperative agreement, and contract documents.

Text of 18 U.S.C. 1913:

No part of the money appropriated by any enactment of Congress shall, in the absence of express authorization by Congress, be used directly or indirectly to pay for any personal service, advertisement, telegram, telephone, letter, printed or written matter, or other device, intended or designed to influence in any manner a Member of Congress, a jurisdiction, or an official of any government, to favor, adopt, or oppose, by vote or otherwise, any legislation, law, ratification, policy, or appropriation, whether before or after the introduction of any bill, measure, or resolution proposing such legislation, law, ratification, policy, or appropriation; but this shall not prevent officers or employees of the United States or of its departments or agencies from communicating to any such Member or official, at his request, or to Congress or such official, through the proper official channels, requests for any legislation, law, ratification, policy, or appropriations which they deem necessary for the efficient conduct of the public business, or from making any communication whose prohibition by this section might, in the opinion of the Attorney General, violate the Constitution or interfere with the conduct of foreign policy, counter-intelligence, intelligence, or national security activities. Violations of this section shall constitute violations of section 1352(a) of title 31.

E. Research Misconduct: NEH will take appropriate action against individuals or organizations upon a determination that misconduct has occurred in proposing, performing, or reviewing research or reporting results from research activities funded by NEH in accordance with the *NEH Research Misconduct Policy*. The policy is posted on the NEH website at <http://www.neh.gov/grants/manage/research-misconduct-policy>.

F. Activities Outside the United States:

Prior to undertaking activities outside of the United States, recipients shall secure the necessary passports, visas or other required documents for entry into foreign countries. Recipients shall also obtain the appropriate licenses, permits, or approvals. The recipient must notify the NEH if a permit is denied or revoked after an award has been issued, or if an unforeseen circumstance, such as a natural disaster or political turmoil, threatens or prevents the recipient from carrying out project activities.

The NEH does not assume responsibility for a recipient's compliance with the laws and regulations of the country in which work is to be conducted.

Recipients should consult the updated travel advisories and warnings issued by the State Department through the American Citizens Services (202-647-5225) and available on the [State Department's Web site](#).

G. Publication:

Although there is no formal requirement that NEH Summer Stipends recipients publish results of their investigations, they generally intend to do so. Award recipients may copyright any material produced as a result of Summer Stipends activities, and they may make the results of their studies available to the public without restriction. Recipients should acknowledge NEH support when publishing work that was accomplished under a Summer Stipends award, and they should send a copy of each publication to the program, no matter how long after tenure the work may appear.

All materials publicizing or resulting from activities accomplished under an award must contain an acknowledgment of NEH support. The acknowledgment on award products must also include the following statement: “Any views, findings, conclusions, or recommendations expressed in this (publication) (program) (website) do not necessarily reflect those of the National Endowment for the Humanities.”

H. Medical Insurance and Other Fringe Benefits:

The NEH provides neither medical insurance nor any other fringe benefits for award recipients. It is therefore recommended that recipients continue during their tenure any medical insurance or other benefit programs in which they are participating. Unemployment compensation and Social Security insurance are not covered because award recipients cannot be classified as employees of the U.S. Government.

I. Income Tax:

The tax laws governing fellowship awards were amended by the Tax Reform Act of 1986, and the Internal Revenue Service (IRS) and the courts decide the extent to which a particular award is taxable. The NEH does not withhold taxes from stipends. Nor does the NEH send to award recipients an IRS form W-2 or IRS form 1099. Award recipients should familiarize themselves with the tax laws to determine the tax liability of their stipends and whether they are entitled to deduct any expenses in connection with their awards.

The IRS has not advised the Endowment concerning tax treatment of Summer Stipends awards, and the NEH cannot provide tax advice or answers to tax questions. Therefore, award recipients should address any questions regarding income tax matters to the IRS or their tax advisor.

J. Stipend:

For grants during the summer of 2013 the stipend amount will be \$6,000.

K. Payment Procedures:

Once your completed and signed acceptance form is received by NEH (see Part Two below), you will be sent an award letter that includes instructions explaining how to submit your banking information to the NEH Accounting Office. **We ask that you do not submit your banking information until you receive your award letter.** At that time, you will be required to submit to the NEH Accounting Office the *ACH Vendor/Miscellaneous Payment Enrollment Form (Standard Form 3881)*. To do this, you will complete the form and print a copy for signature (the signature must be hand written, not typed) by the authorized certifying official at your bank. Return the signed form to the NEH Accounting Office either by scanning and emailing it to SF270-paymentrequest@neh.gov or by faxing it to 202-688-2613. Your NEH-assigned award number (beginning with FT) must be on the ACH form (under “Agency Information”) for payment to be made.

PART TWO: Instructions for the Acceptance Form

The acceptance form is used to accept an NEH Summer Stipend award and indicate the exact dates of your award tenure. You should retain a copy of the completed form for your records and notify the Summer Stipends Program whenever you make modifications to the arrangements agreed to by the NEH. The acceptance form must include the following information:

1. **Application Number:** Your application number, a combination of a two-letter prefix (FT) plus five digits, can be found on your offer letter.

2. **Name**

3. **Social Security Number**

4. **Complete Mailing Address, Home and Office Phone Numbers, E-Mail Address**

5. **Period of Summer Stipends Tenure**

Tenure must cover an uninterrupted period of two consecutive months.
(For example 6/1/2013 to 7/31/2013)

6. **Acceptance and Certification:** You must accept or decline the offer of a 2013 NEH Summer Stipend **no later than April 26, 2013**. To accept the award, please complete, sign, and return the acceptance form to the **NEH Summer Stipends Program** by either scanning and e-mailing it to **stipends@neh.gov** or faxing it to **(202) 606-8204** by this deadline.