



## LITERATURE FELLOWSHIPS Reporting Requirements

You can see basic information about your grant at My Grant at a Glance: [www.arts.gov/mygrant](http://www.arts.gov/mygrant).

The Reporting Requirements applicable to your grant are described below. Please follow these instructions carefully. The **General Terms & Conditions for Literature Fellowships (General Terms)**, report forms, and instructions are on our Web site at [www.arts.gov/manageaward/litfellows](http://www.arts.gov/manageaward/litfellows) under Literature Fellowships. The Arts Endowment reserves the right to request additional information or work product(s) at any time.

**For Translation Projects:** As noted in the **General Terms**, grant activities should be consistent with those approved for funding by the Arts Endowment. If changes in the project are believed necessary, you must send a written request with justification to the Grants & Contracts Office before implementation. The Progress or Final Reports should not be used for conveying and/or requesting approval for any changes.

### PROGRESS REPORT

One Progress Report will be required during the grant period. It is submitted as Section 6 of the **Payment Request Form for Literature Fellowships**. The Progress Report is due when you request over two-thirds of the award amount. The Progress Report must include:

1. a description of all activities supported by the grant that have been undertaken since the grant period start date, and
2. any grant supported activities planned for the remainder of the grant period (e.g., research, travel, or other related activities).

### FINAL REPORTING REQUIREMENT

All grantees are required to submit acceptable Final Report packages to the Grants & Contracts Office no later than 90 days after the grant end date. Information submitted as part of the Final Report package must include your name and grant number.

The **Final Descriptive Report for Literature Fellowships** is available at [www.arts.gov/manageaward/litfellows](http://www.arts.gov/manageaward/litfellows). This report is also used to certify that Arts Endowment funds have been used for the purpose(s) for which the grant was awarded. You can submit this report online (see next page) or by FAX to the Grants & Contracts Office.

The narrative should provide information about the impact or benefit of this fellowship on your artistic development. It should also include a brief description of work you accomplished with Arts Endowment support during the grant period including major achievements and any significant problems encountered, and information about any public readings or presentations, including locations, and publication plans. Please limit your response to two pages.

**You will be ineligible for any future Arts Endowment grants if you fail to submit required and acceptable Final Report packages for previously awarded grants.**

Submit the **Final Descriptive Report** online at [www.arts.gov/manageaward/LitOnlineInstructions](http://www.arts.gov/manageaward/LitOnlineInstructions). Or, if you prefer, FAX your report materials to the Grants & Contracts Office at (202) 682-5610 or 5609. Do not submit Final Report materials as part of any upcoming application package.

**NOTE:** The delivery of first-class mail to the NEA continues to be delayed due to security screening. First-class and Priority mail is put through an irradiation process to protect against biological contamination which may damage your items. Please FAX payment requests and report forms or use an alternative delivery service if you are sending fragile or time-sensitive materials.

### **Acknowledgment of Arts Endowment Support**

As indicated in the **General Terms**, grantees must acknowledge the Arts Endowment's support in all materials regarding this grant. The Arts Endowment encourages the display, in a prominent manner, of the Agency's logo in association with the acknowledgment. Copies of our logo are available on our website.

Future Publication, Awards, and Other Honors. Each project develops its own history, often long after the Final Report has been submitted. New information related to your project—future publication(s), reviews, awards and honors, other opportunities—is appreciated by the Arts Endowment. Our ability to document the effectiveness of our programs is facilitated by the assistance we receive from our grantees. Contact the Literature Program regarding how to best provide this information at (202) 682 - 5707. Include your name and grant number on all information sent.

As a reminder, all Federal awarding agencies retain a royalty-free right to use all or a portion of their grantees' final report material for Federal purposes (e.g., the use of final report work products to document the results of our grant programs), including placement on a Federal Web site. For more information see the **General Terms**.

#### **REPORTING BURDEN:**

The public reporting burden for this collection of information is estimated to average one hour per response. The Arts Endowment welcomes any suggestions that you might have on improving the reporting requirements and making them as easy to use as possible. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Deputy Chairman for Management & Budget, Room 518 National Endowment for the Arts; Nancy Hanks Center; 1100 Pennsylvania Avenue, NW; Washington DC 20506 0001.

**NOTE:** Grantees are not required to respond to the collection of information unless it displays an OMB control number that is valid at the time of issue.