



## INDIVIDUALS (Literature Fellowships) Instructions for Requesting Payment

FY19 and Later Awards

June 2019

To request your award funds from the National Endowment for the Arts (NEA), you must submit a Payment Request through REACH at <https://grants.arts.gov/eGMS-Reach/Login.aspx>.

The online Payment Form in REACH is designed for organizations. There are some fields that as an individual you do not need to complete. Read through the instructions first before beginning. Follow the instructions carefully.

Email us at [grants@arts.gov](mailto:grants@arts.gov) or call the Office of Grants Management at (202) 682-5403 if you have questions.

Before you begin, check the award header in REACH or the Documents Tab for the award letter. You will need the information on the award letter to complete the payment request form.

### **HAS YOUR BANK INFORMATION CHANGED SINCE YOU RECEIVED THE AWARD?**

If so, you must notify the Office of Grants Management at the same time as you complete a payment request by doing the following steps.

- (1) Call the Office of Grants Management and provide the new bank information; while at the same time
- (2) On the **Payment Request form** in REACH, add a note in the Progress Report field that your bank account has changed and to call you for the new bank information.

#### **Note:**

- Payments can only be remitted to a United States financial institution or bank. No funds can be transferred to a foreign financial institution.
- Funds are available only after the start date of your award. See the grant award letter for this date.
- Check the Documents Tab for any "special" reporting requirements that apply to your grant. A few grantees are required to submit additional information.
- The NEA has partnered with Enterprise Service Center (ESC), a division of the US Department of Transportation's Federal Aviation Administration (FAA), to process payments. If there are questions regarding your banking information you may receive an email from ESC. ESC's emails are sent from the [@faa.gov](mailto:@faa.gov) address. If you have any concerns, contact the NEA's Office of Grants Management at [grants@arts.gov](mailto:grants@arts.gov).

#### **Tips:**

- Ignore the Notice regarding SAM.gov registration; as an individual you do not need to be registered in SAM.gov.
- Make sure that the Pop-up blocker on your browser is disabled.
- Do not click SUBMIT PAYMENT REQUEST more than once; allow time for the system process.
- Scroll to the bottom of the page to see if there are any errors reported.

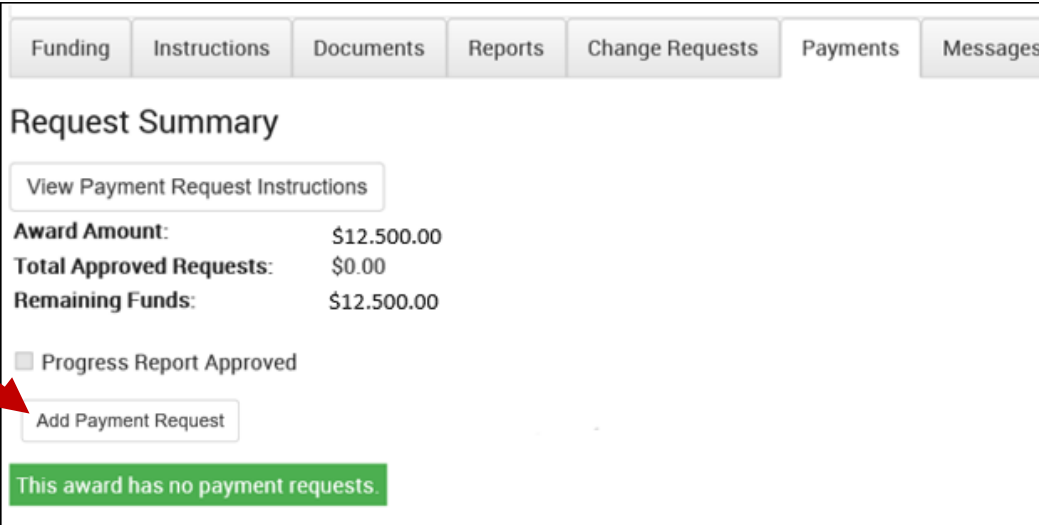
- If done correctly a blue table will appear on the Payments Tab.

Actions	Request Number	Amount Requested	Date Submitted	Progress Report Approved?	Status/Date	Decision Comment
	1	\$5,000.00	xx/xx/xxxx	<input type="checkbox"/>	Submitted xx/xx/xxxx	

- If you made a mistake you can edit your request until the status changes to “under review.” Click on the icon under the Actions column to revise.
- For your convenience, Appendix A is an illustration of the “Submit a Payment Request” web form.

## I. LOG IN TO REACH

Access the Payment Request form by logging into your REACH account and clicking on My Awards. Go to the **Payments Tab** and click the ADD PAYMENT REQUEST button. Illustration on next page.



The screenshot shows a navigation bar with tabs: Funding, Instructions, Documents, Reports, Change Requests, Payments, and Messages. The 'Payments' tab is active. Below the navigation bar is a 'Request Summary' section. It includes a button for 'View Payment Request Instructions'. The summary lists: Award Amount: \$12,500.00; Total Approved Requests: \$0.00; Remaining Funds: \$12,500.00. There is a checkbox for 'Progress Report Approved' which is unchecked. Below this is the 'Add Payment Request' button, which is highlighted with a red arrow. At the bottom of the summary, a green box states 'This award has no payment requests.'

## II. COMPLETING THE PAYMENT REQUEST FORM

### Line 1. Recipient Account or ID Number (Optional)

Leave empty

### Line 2. Type of Payment Requested

If this is the last or only payment request you plan to make, select FINAL, otherwise select PARTIAL.

### Line 3. Basis of Request

Select CASH.

### Line 4. Period Covered by this Request Starting Date

This date cannot be prior to the start date of the award.

### Line 5. Period Covered by this Request Ending Date

This date can be no more than 30 days from the date you submit this form. It also cannot be after the end date of the award.

**Line 6. Computation of Amount Requested:**(a) Total program outlays:

- First Request – enter amount requesting
- Second – add previous requested amount to current request.
- “As of” – enter today’s date.

(b) Estimated net cash outlays needed for advance period:

Leave blank

(c) Total (a plus b):

The sum of line a plus line b will calculate automatically.

(d) Non-federal share of amount on line c:

Leave blank.

(e) Federal share of amount on line c (c minus d):

The form will calculate the difference between line c and line d. The (NEA) share of outlays cannot exceed the amount of your award.

(f) Payment previously requested:

If this is your second, etc. request, enter the total NEA funds *previously* requested for this award.

(g) Federal share now requested (e minus f):

Line g will automatically calculate based upon the previous fields. This is the amount you are now requesting.

**Progress Report**

One progress report is required when you request more than two-thirds of the grant 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).

**Tip:** Not including the progress report when it is due is a common reason payment requests are delayed.

**Line 7. Assurances**

Checking the Assurances box indicates agreement to all the terms and conditions of the award, including authorizing official certification and labor assurances.

**When your Payment Request is complete, click the SUBMIT PAYMENT REQUEST button.**

You can track the status of your payment request through the Payments tab in REACH. You can generally expect payment within two weeks after the payment request status changes to Approved.

**PRIVACY ACT**

The following notice is furnished in accordance with the Privacy Act of 1974, 5 U.S.C. 552a:

This information is solicited under the authority of the National Foundation on the Arts and the Humanities Act, 20 U.S.C. 951 et seq. and is used for the purpose of grant awards. Personal data including home address and home telephone number will not be released and is exempt from disclosure under FOIA exemption (b) (6). Failure to provide the requested information could result in rejection of your application.

**PAPERWORK REDUCTION ACT STATEMENT**

The public reporting burden for this collection of information is estimated at an average of one hour per response. This includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. We welcome any suggestions that you might have on improving the guidelines 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: [webmgr@arts.gov](mailto:webmgr@arts.gov), Attention: Reporting Burden. Note: Applicants/awardees are not required to respond to the collection of information unless it displays a currently valid U.S. Office of Management and Budget (OMB) control number.

**APPENDIX A**

[View Payment Request Instructions](#)

## Submit a Payment Request

1. Recipient Account or ID Number (Optional)	<input style="width: 100%;" type="text"/>
2. Type of Payment Requested	<input style="width: 100%;" type="text" value="[Not Set]"/>
3. Basis of Request	<input style="width: 100%;" type="text" value="[Not Set]"/>
4. Period Covered by this Request Starting Date	<input style="width: 80%;" type="text"/> <input style="width: 15px; height: 15px; border: 1px solid #ccc;" type="calendar"/>
5. Period Covered by this Request Ending Date	<input style="width: 80%;" type="text"/> <input style="width: 15px; height: 15px; border: 1px solid #ccc;" type="calendar"/>
6. a. Total Program Outlays	\$ <input style="width: 150px;" type="text"/> as of <input style="width: 100px;" type="text"/> <input style="width: 15px; height: 15px; border: 1px solid #ccc;" type="calendar"/>
b. Estimated Net Cash Outlays Needed for Advance Period	\$ <input style="width: 150px;" type="text"/>
c. Total (a plus b)	\$ <input style="width: 150px;" type="text"/> (Calculated)
d. Non-Federal share of amount on line c	\$ <input style="width: 150px;" type="text"/>
e. Federal Share of Amount on line c (c minus d)	\$ <input style="width: 150px;" type="text"/> (Calculated)
f. Payment Previously Requested	\$ <input style="width: 150px;" type="text"/>
g. Federal Share Now Requested (e minus f)	\$ <input style="width: 150px;" type="text"/> (Calculated)
Progress Report	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> <span style="font-weight: bold;">B</span> <span style="font-style: italic;">I</span> <span style="text-decoration: underline;">U</span> <span style="margin-left: 10px;">↶</span> <span style="margin-left: 10px;">↷</span> <span style="margin-left: 10px;">✂</span> <span style="margin-left: 10px;">📄</span> <span style="margin-left: 10px;">📁</span> <span style="margin-left: 10px;">🏠</span> <span style="margin-left: 10px;">▶</span> <span style="margin-left: 10px;">◀</span> <span style="margin-left: 10px;">☰</span> <span style="margin-left: 10px;">☷</span> <span style="margin-left: 10px;">↺</span> <span style="margin-left: 10px;">↻</span> <span style="margin-left: 10px;">abc</span> </div> <div style="height: 100px; border: 1px solid #ccc; margin-top: 5px;"></div> <div style="display: flex; justify-content: space-between; border-top: 1px solid #ccc; padding-top: 5px;"> <span style="color: #0070c0;">✎ Design</span> <span>&lt;/&gt; HTML</span> </div> <p style="font-size: small; margin-top: 5px;">Character limit: 0</p> </div>
7. Assurances	<input type="checkbox"/> I agree to the <a href="#">assurances</a> .

Cancel

Submit Payment Request