INSTRUCTIONS FOR REQUESTING PAYMENT FOR INDIVIDUALS
Literature Fellowships

Rev. 8/11/25

To request award funds from the National Endowment for the Arts (NEA) as an individual award recipient, you must submit a payment request through **REACH** at https://reach.arts.gov/Login. Submission of a Payment Request constitutes your agreement to comply with all the terms and conditions of the award.

The online payment request form in **REACH** is designed for organizations and is not specifically customized for Literature Fellowships. Read these instructions before beginning; follow them carefully. If you have questions, send a message via the Messages Tab in your award record in **REACH**. If you cannot access **REACH**, email the Office of Grants Management (OGM) at grants@arts.gov.

BANK ACCOUNT INFORMATION:
If you have changed banks since receiving the award, contact grants@arts.gov. OGM will work with you to update your bank account information through a secure means. Send a **REACH** message to alert OGM staff that you have submitted updated banking information.

- Do not send any Personally Identifiable Information (PII) via email or messaging; this includes bank account information.
- Do not submit a payment request until you have been notified by the NEA that the bank account information has been updated.
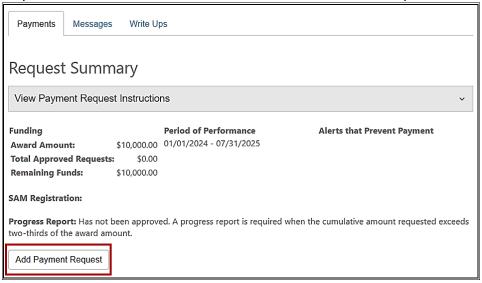
NOTE:
- Payments can only be remitted to a United States financial institution or bank. No funds can be transferred to a foreign financial institution.
- Submit payment requests only after the award's performance period begins.
- Check the Documents Tab in **REACH** and carefully review the award letter (in some cases) and/or the Notice of Action for any specific reporting requirements that apply to your grant. Some award recipients may be required to submit additional information with a payment request.
- The NEA partners 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 an faa.gov address. If you have any concerns, send a message via the Messages Tab to the NEA.

When filling out the payment request form,
- Ignore the notice regarding SAM.gov registration. As an individual, you are not required 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 to process your request.
- If you made a mistake, you can edit the payment request form while it is in the "Submitted" status. To revise, click "edit" under the Actions column. You will not be able to edit a request if it is in the "Under Review" status.
- See Appendix A for an illustration of the "Submit a Payment Request" web form.

STEP I. OPEN REACH AND THE PAYMENT REQUEST FORM

Access the Payment Request form by logging into your **REACH** account and selecting the correct award number. Go to the Payments tab. Click the ADD PAYMENT REQUEST button to open the form.

STEP II. FILL OUT THE PAYMENT REQUEST FORM

The payment header includes a summary of basic data about the award.

Line 1. **Recipient Account or ID Number (Optional):** Leave empty.

Line 2a. **Type of Payment Requested (Reimbursement/Advance/Both):** Pick "Reimbursement."

Line 2b. **Type of Payment Requested (Partial/Final):** 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. It must be either the start date or a date up to the end date of the award.

Line 5. **Period Covered by this Request Ending Date**: This date can be no more than 30 days (about 4 and a half weeks) from the date you submit this form. It cannot be after the end date of the award.

Line 6 (a-g). **Computation of Amount Requested:**
   (a) Total program outlays:
      ▪ If this is your first request – enter amount you are requesting.
      ▪ If this is your second or subsequent request – add previous requested amount(s) to current request. The form is cumulative.
      ▪ "As of" – enter today's date.

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

   (c) Total (a plus b): Auto-calculates.

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

(e) Federal share of amount on line c (c minus d): Auto-calculates.
The form calculates the difference between line (c) and line (d). Note, the NEA share of outlays cannot exceed the amount of the award.

(f) Payment previously requested: If this is your second, third, etc. request, enter the total NEA funds previously requested for this award.

(g) Federal share now requested (e minus f): Auto-calculates.
Line (g) automatically calculates based upon the previous fields. This is the amount you are now requesting.

PROGRESS REPORT:
A progress report is needed the first time the cumulative amount requested exceeds two thirds (2/3) of the NEA award amount. Only one (1) progress report is required. 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).

A missing progress report is the most common reason for a request to be rejected, denied, or delayed .
If you submit a payment request with your final report, the "Final Descriptive and Financial Report - Literature Fellowships" will serve as your progress report. In the progress report field, enter "See Final Descriptive Report."

Line 7. **ASSURANCES:**
Checking the Assurances box indicates your agreement to all the terms and conditions of the award.

STEP III: SAVE AND SUBMIT THE FORM

When your payment request is complete, click the SUBMIT PAYMENT REQUEST button.

If there are errors, a box appears below the buttons listing the errors. Make all necessary corrections and click the SUBMIT PAYMENT REQUEST again.

If submitted correctly, a table similar to this one will appear on the Payments Tab.

Actions	Request Number	Accounting Number	Period Covered	Amount Requested	Date Submitted	Progress Report Approved?	Status/Date
View Edit Cancel	1		01/01/2024 - 04/30/2025	$3,500.00	4/11/2025	☐	Submitted 4/11/2025

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 status changes to "approved."

PAYMENT STATUSES

PAYMENT STATUS	MEANING	EDITABLE?
Submitted	Payment request form received in **REACH**. It is in the queue for review.	Yes
Under Review	Office of Grants Management staff are reviewing the request.	No
Needs Revisions	Problems were identified by NEA staff and payment status changed to "needs revisions" for you to make necessary corrections. See the Decision Comment fields for notes from reviewer.	Yes
Rejected	Payment was rejected and the NEA is unable to process it See the Decision Comment fields for notes from NEA staff for the reason(s) for the rejection.	No
Approved	Payment request approved and sent to ESC for processing and release of funds.	No

APPENDIX A – ONLINE PAYMENT REQUEST FORM

1. Recipient Account or ID Number (Optional)		
2. Type of Payment Requested	a. *Required* b. *Required*	
3. Basis of Request	Cash	
4. Period Covered by this Request Starting Date	MM/DD/YYYY	
5. Period Covered by this Request Ending Date	MM/DD/YYYY	
6. a. Total Program Outlays	$ as of: MM/DD/YYYY	
b. Estimated Net Cash Outlays Needed for Advance Period	$	
c. Total (a plus b)	$ (Calculated)	
d. Non-Federal share of amount on line c	$	
e. Federal Share of Amount on line c (c minus d)	$ (Calculated)	
f. Payment Previously Requested	$	
g. Federal Share Now Requested (e minus f)	$ (Calculated)	
Progress Report		
7. Assurances	*By submitting this request, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).* ☐ Approve of Assurances. By checking this box, I agree to the <u>assurances</u>.	

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, 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.